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UNITED STATES MARINE CORPS

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4400 Dauphine Street  
New Orleans, Louisiana 70146-5400

ForO P5500.1A

FAC

18 AUG 2000

FORCE ORDER P5500.1A


From: Commander, Marine Forces Reserve  
To: Distribution List

Subj: PHYSICAL SECURITY OF ARMORIES

Ref: (a) OPNAVINST 5530.13B  
(b) OPNAVINST 5530.14B  
(c) MCO 5500.6F  
(d) MCO 5740.2F  
(e) CFR-27, Parts 200-End(NOTAL)

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate instruction for Physical Security for Armories within the Marine Forces Reserve (MARFORRES).
2. Cancellation. ForO P5500.1
3. Information. If this Manual conflicts wholly or in part with directives issued by higher authority, such directives will take precedence.
4. Summary of Revision. This Manual contains numerous administrative and procedural changes. It must be reviewed in its entirety.
5. Recommendations. Recommendations concerning the contents of this Manual are invited. Such recommendations will be forwarded to the Commander, Marine Forces Reserve, Facilities (FAC), via the appropriate chain of command. The Physical Security of Armories checklist is not part of the Manual due to constant changes and updates.
6. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.
7. Certification. Reviewed and approved this date.

  
E. J. DULIN  
Chief of Staff

DISTRIBUTION: B

Copy to: CMC (POS-10/RA)

NAVSURFWARCENDIV (CODE 7095)

LOCATOR SHEET

Subj: PHYSICAL SECURITY OF ARMORIES

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(Indicate the location(s) of the copy(ies) of this Manual)

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RECORD OF CHANGES

Log completed change action as indicated.

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# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 1

### MISSION

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# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 1

### MISSION

1000. MISSION. The mission of physical security is to counter the threat posed by the unsophisticated or "semi-skilled" intruder who could be expected to attempt an unauthorized Arms, Ammunition, and Explosives (AA&E) entry without detailed planning or sophisticated equipment.

1001. PURPOSE. This Manual on physical security provides standardized definitions, requirements and procedures necessary to implement an effective Force armory and facility security program. Requests for waivers or exceptions to policies contained in this Manual will be examined by the Commander, MARFORRES (FAC) on a case-by-case basis, and forwarded to CMC (POS-10) for approval.

### 1002. APPLICABILITY.

1. The policies and procedures contained in this Manual apply to Marine Reserve sites that store weapons in exclusively Marine Corps controlled armories.

2. Sites that use joint service armories will comply with applicable Host orders and will employ the procedures enumerated in this Manual to the fullest extent possible.

3. Unit Commanding Officers, Wing Site Commanding Officers and Ground Site Inspector-Instructors (herein known as CO, Site CO/I-I) shall ensure that this Manual is complied with by personnel under their jurisdiction.

1003. LOSS PREVENTION. As enumerated in Chapter 4, the security of armory spaces, weapons, ordnance and support equipment is inherently a function of command. However, loss prevention of AA&E and the security of AA&E spaces are responsibilities belonging to all leaders (i.e., Officers, SNCOS and NCOS) and those to whom AA&E material has been issued.

1. Frequently the loss of ordnance results from carelessness or deliberate actions of the person to whom the ordnance was issued. Generally, losses are discovered during the transportation of personnel and equipment or during the cleaning and returning phase of weekend drills when the responsible Marine is separated from their equipment.

2. Infrequently the loss of ordnance occurs when someone deceives security personnel in the theft of arms. Occasions such as these may result when an individual poses as a superior and issues false orders to ill-trained security personnel possession of weapons or accesses weapons storage areas.

3. Reserve center equipment loss due to damage or theft in predominantly large and midsize cities is rising. Marines at these sites must be familiar

4. Site Reservists are inherently part of the local community resources and provide a key source of security information. Their input is valuable and should actively be sought when reviewing or establishing local security programs.

1004. REFERENCE OUTLINE. This Manual consolidates Naval and Marine Corps requirements for the security of armaments. OPNAVINST 5530.13B provides the Department of Navy Physical Security Instruction For Conventional Arms, Ammunition and Explosives (AA&E). OPNAVINST 5530.14B addresses Physical Security and Loss Prevention. MCO 5500.6F provides instruction for the Arming of Law Enforcement Security Personnel and the Use of Deadly Force. MCO P5102.1 is the Marine Corps Ground Mishap Reporting Order. The 27 CFR is the Code of Federal Regulations, Title 27, and includes weapons definitions.

1005. USER UPDATE. Users are invited to call to the attention of the Commander, MARFORRES (FAC), any criteria found within this Manual that require updating, clarification, or revision.

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CHAPTER 2

ARMAMENTS DEFINED

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# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 2

### ARMAMENTS DEFINED

2000. GENERAL. Armaments is a general term referring to Arms, Ammunition and Explosives (AA&E). National interest and Naval directives require that sensitive conventional AA&E be protected and controlled because of their desirability and the likelihood of theft, potential for wrongful use in criminal violence and their capability to cause casualties. Applicable AA&E definitions are:

1. Arms. A weapon (see paragraph 2002.2) which will, or is designed to, expel a projectile or flame by the action of an explosive. The frame, receiver or metal parts of any such weapon from which a complete weapon could be constructed are included in this definition (reference (a), enclosure (1) page 1-1, paragraph 0101b(1), applies).

2. Ammunition. A device charged with explosives, propellants, pyrotechnics, initiating composition, riot control agents, chemical herbicides, smoke and flame for use in connection with defense or offense including demolition. Blank .22 caliber and dummy ammunition are excluded from the definition of ammunition for purposes of this Manual (reference (a), enclosure (1) page 1-1, paragraph 0101b(2), applies).

3. Explosives. Any chemical compound, mixture or device, the primary or common purpose of which is to function by explosion. Explosives include, but are not limited to, individual land mines, demolition charges, blocks or explosives (e.g., C4, TNT, detcord, dynamite, etc.) (reference (a), enclosure (1) page 1-1, paragraph 0101b(3), applies).

4. Collateral Equipment. Equipment identified in the SL-3 (bayonets, tripods, T&E, etc.) are not major subassemblies of AA&E. AA&E collateral equipment shall be stored in the site's armory but do not require locked racks or containers as major subassemblies.

### 2001. SECURITY RISK CATEGORIES GENERAL INFORMATION.

1. AA&E codes published in this Manual are based on factors of varying degrees of readiness to fire, portability, utility and potential for causing casualties or property damage.

2. For purposes of this instruction, only arms, missiles, rocket, explosive rounds, mines, projectiles, etc., which have an unpacked unit weight of 100 pounds or less will be categorized as sensitive. Spare parts that, when found in a single container, can be assembled and perform the same function as the end item, will also be assigned the same risk category (reference (a), appendix A, paragraph A100 and paragraph 2002. below, applies).

3. Foreign AA&E. Unless demilitarized (per chapter 3 of this Manual) non-U.S. AA&E and related major subassemblies shall be provided the same

security measures as outlined in paragraph 2002 below.

2002. SECURITY RISK CATEGORIES. AA&E capabilities are assigned Department of the Navy's security risk categories listed below. Risk categories identify what required security measures are necessary during storage, transportation and handling of AA&E (reference (a), appendix A, paragraphs A101 to A104 applies).

1. Missiles and Rockets

a. Category I Non-Nuclear in a ready to fire configuration. Tows, Dragons, Light Assault Weapon (LAW), Shoulder-launched Medium Assault Weapon (SMAW), etc., fall under this category.

(1) Applies in situations where the launcher (tube) and the explosive round, though not in a "ready to fire" mode, are jointly stored or transport.

(2) Reserve armories are not permitted to regularly store Category I AA&E. However, sites may be given temporary custody of Category I AA&E for training on military installations following specific security instructions provided by the commander of the installation and approved by this command (MARFORRES G4).

2. Arms. Weapon capabilities are defined in reference (e), subchapter M, part 179, and page 607 and 608. The Code of Federal Regulations list weapons capabilities and are given a Department of the Navy category number as listed below.

a. Category II

(1) Any weapon which shoots, is designed to shoot, or can be readily restored to shoot, automatically more than one shot, without manual reloading, by a single function of the trigger.

(2) Included are semi and fully automatic weapons such as M14s (not demilitarized) with a selector switch, M16s, M240 machine guns, Squad Automatic Weapons (SAWS), etc., up to and including .50 caliber weapons.

b. Category III

(1) Tracker for Dragon missiles. (In the future to be replaced by JAVELIN).

(2) Mortar tubes (excluding the 4.2 inch).

(3) Grenade launchers.

(4) The launcher and/or missile guidance set and/or optics for the TCW.

c. Category IV

(1) A weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed to fire only a single projectile through a rifled bore for each single pull of the trigger, and shall include any such weapon which may be readily restored to fire a fixed cartridge.

(2) This category includes shoulder fired weapons, other than grenade launchers, not semi or fully automatic. Handguns, 9mm, .38 cal, .45 cal, etc., are included.

d. Arms Parts Barrels and major subassemblies will be afforded at least the same protection as Category IV arms. The frame, receiver, etc. of an arm constitutes a weapon and will be stored according to the appropriate category (e.g., the receiver of a 7.62 mm machine gun will be stored as a Category II arm).

e. Demilitarized Weapons See chapter 3 of this Manual.

3. Ammunition and Explosives

a. Category I Explosive rounds for Category I missiles and rockets.

b. Category II

(1) High explosive and white phosphorus.

(2) Antitank and personnel mines (unpacked weight of 100 pounds or less).

(3) Explosives used in demolition operations (plastic explosives, TNT, Dynamite, etc.).

(4) High explosive missiles and rockets in a ready to fire mode, other than Category I and having an unpacked weight of 100 pounds or less.

c. Category III

(1) Ammunition, 20mm and larger, with explosive projectiles to include rocket and missile warheads (unpacked weight of 100 pounds or less).

(2) Incendiary grenades and related fuses.

(3) Elastling caps.

(4) Detonating cord.

(5) Supplementary charges.

(6) Bulk explosives used in the production of ammunition which can be used with a minimum of other ingredients or devices to detonate.



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Examples: PBX families, Comp CH6, DATB, DDNP, DIPAN, HBX and WMX compositions, octol, PETN, minol, tetryl, tetrytol, cyclotol, explosive D, amatol, pentolite, picratol, torpex, TNT, DBX, tritonal, black powder, explosive flexible, ethylene oxide, HNS, RDX (cyclamate) and derivatives, nitroglycerin, lead azide, tetracaine and mercury fulminate.

d. Category IV

- (1) Ammunition with non-explosive projectile (unpacked weight of 100 pounds or less each), i.e. 5.56, 7.62 rounds, etc.
- (2) Fuses (except as listed in paragraph 0202.3.c(2) above).
- (3) Illumination, smoke and practice, CS/CN (tear producing) grenades.
- (4) Incendiary destroyers.
- (5) Riot control agents (100-pound package or less).
- (6) Ammunition for Categories II through IV weapons not otherwise categorized.

2003. STORAGE OF PRIVATELY OWNED (PERSONAL) AA&E. Procedures governing the storage and security of privately owned (personal) rifles and pistols (arms) shall be controlled by OPNAVINST 5530.13B par. 0207. Armory storage of privately owned ammunition and explosives is not authorized. The following requirements are provided as guidelines:

1. Such storage will be in an armory or magazine and must not interfere with any government AA&E related operation.
2. Privately owned (personal) arms will not be stored in the racks or containers as government AA&E. Any records locally required for the accountability of privately owned (personal) arms will be maintained separately from those of government AA&E. (Refer to OPNAVINST 5530.13B par. 0207)
3. Loss of privately owned arms or special service weapons will be reported to the nearest Naval Investigative Service (NIS) office and this headquarters (FAC).
4. The waiver and exception provisions of chapter 8, of this Manual, do not apply to privately owned (personal) arms, and MLSR reports will not be submitted (reference (a), enclosure (1) page 2-3, paragraph 0207d applies).
5. The only personnel authorized to store privately owned (personal) weapons are active duty personnel and reserves on active duty stationed at the designated site, and when transferred will immediately remove weapons from armory. No exceptions.

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2004. CLASSIFIED AA&E

1. Classified AA&E items must be protected as directed by this manual and OPNAVINST 5510.36. Where specific individual requirements differ from those of this manual the more stringent requirement will be followed.

A GSA-approved Class 5 vault door or a non-standard door as described in Chapter 9 and secured with a high security hasp and padlock will be used on structures housing classified material. AA&E classified SECRET or CONFIDENTIAL will receive protection at least equivalent to that provided for Risk Categories I through III respectively (reference (a), enclosure (1) page 2-3, paragraph 0208b applies).

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CHAPTER 3

DEMILITARIZED AA&E

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# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 3

### DEMILITARIZED AA&E

3000. GENERAL. Historically significant U.S. or foreign AA&E shall be protected, whether or not they have been demilitarized. This chapter includes instruction in the management of demilitarized AA&E and the manner in which AA&E is properly certified as demilitarized (reference (a), enclosure (1) page 6-7, paragraph 0607, applies).

1. Display of functional AA&E, except antique or unique items is prohibited. The decision as to whether a weapon is antique or unique rests with the U.S. Marine Corps Historical Museum or the Curator for the Navy (OP-09BH).

2. Requests to determine whether a local weapon is antique or unique shall be submitted via the chain of command. Security requirements for antique or unique weapons on display will include at a minimum, locked and/or alarmed exhibit cases and the removal of the firing pins or other parts that render weapons unusable.

3. Until AA&E has been certified as demilitarized (see paragraph 3002) they will be safeguarded in accordance with this Manual. Under no condition will any AA&E item be permanently altered by welding, cutting, or by any other means without written approval of CMC (MH) via Commander, MARFORRES (G4). Historically significant items will be protected from theft and vandalism without damaging or affecting the educational, training or aesthetic value.

3001. DISPOSAL, DEMILITARIZATION, AND SECURITY. Disposal of all excess and surplus Arms, Ammunition, and Explosives is administered by the Commander, MARFORRES (G4/SUPO). AA&E undergoing demilitarization must be transported and stored in accordance with this Manual until demilitarization is completed. AA&E being disposed of without demilitarization (transfer to law enforcement agencies and the like) will be transported and stored in accordance with this Manual until accountability is transferred. The following applies:

1. Arms. A transaction report listing the serial number of each weapon disposed of or demilitarized will be made to the Navy Registry, NAVSURWARCENDIV Crane, IN (Code 205), for accountability purposes and for further reporting to the DOD Central Registry. NAVSURWARCENDIV will furnish a transaction report by serial number to the DOD central registry upon demilitarization of each arm previously entered into that registry.

a. A transaction report will be furnished to the DOD Central Registry, via the Commander, MARFORRES (G-4), in the case of each arm disposed of other than by demilitarization regardless of whether or not a record for that weapon already appears in the DOD Central Registry.

b. A demilitarization certificate must be completed by a technically qualified U.S. Government representative (MOS 2111 - Ordnance Tech). Standard certification letter shall be signed by the I-I and the Ordnance Technician.

## 2. Ammunition

a. MCO P8011.4 provides instruction to order quantities of demilitarized ammunition. MARRESFOR (G4) is the point of contact.

b. For issues concerning ammunition disposal refer to chapter 20 of this Manual.

3. Shipments of arms and ammunition scheduled for demilitarization and retrograde shipments will receive the same protection as other AA&E shipments.

3002. VERIFICATION OF DEMILITARIZATION. Demilitarized AA&E will not be displayed in offices, museums or other areas UNLESS accompanied by a certificate verifying demilitarization (utilizing a DD1348, EROL or Letter (supply standard format example)) and executed by a technically qualified U.S. Government representative (reference (a), enclosure (1) page 6-8, paragraph 0607e applies).

1. The certificate may be located in the Armory files or filed near the displayed AA&E and will be produced for examination upon request, or during Command Inspections.

2. Demilitarized AA&E which is missing, lost, or stolen will be reported as live or operational AA&E unless a certificate of demilitarization is located and verified by authorities performing the investigation.

3. Recovered demilitarized AA&E will be safeguarded and treated as live or operational until a certificate of demilitarization is located and verified, or until a technically qualified person examines the item and certifies, in writing, that it is inert.

3003. DEMILITARIZED FOREIGN AND HISTORICAL AA&E. The Commander, MARFORRES (G4) shall provide guidance in the demilitarization of foreign and historical AA&E.

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## CHAPTER 4

### RESPONSIBILITY

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# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 4

### RESPONSIBILITIES

4000. GENERAL. Site CO/I-I, are responsible for establishing local armory security programs in accordance with this Manual.

4001. DISCIPLINARY ACTION. Under the requirements of applicable laws and regulations, appropriate action will be taken with respect to the responsible individuals for violation of procedures and requirements imposed under this Manual. Such action may include trial by court-martial (reference (a), page 2-2, paragraph 0205, page 2-2, and 2-3 paragraph 0206, and reference (b), page IV-1, appendix IV applies).

#### 4002. DEFINITION OF RESPONSIBILITIES

1. The MARFORRES Physical Security Officer (PSO) is assigned to Facilities (FAC). Responsibilities include:

a. Policy development and control over MARFORRES facilities and weapons security;

b. Training Headquarters MARFORRES, Major Subordinate Commands (MSC) and Reserve site staffs through inspections, conferences, annual group training correspondence and MARFORRES inspections;

c. Review proposed and applied security procedures, personnel accountability, and local in-house training through inspections and other means. An evaluation of security strengths and weaknesses is made and corrective measures are dictated or outlined. An appraisal of the structural integrity of the armory construction is conducted, and where necessary, implement hardening projects;

d. Supervise and inspects new and modified armory structural designs and security support;

e. Assist, as required, in the professional liaison between the Reserve site and the local law enforcement agencies;

f. Issue local security surveys to sites not receiving command inspections for a given fiscal year (see page 7-3 paragraph 7004 of this Manual);

g. Review and certifies existing, new, or modified armory construction designs in accordance with this Manual. Recommends to the MARFORRES Assistant Chief of Staff, FAC, design features or changes required during each draft phase of new or modified armory construction;

(1) Armories found not in compliance with established structural standards, shall be modified. Structural modifications that comply with the

requirements listed in chapter 9 of this Manual do not require an "exception" or "waiver" (reference (a), page 4-4, paragraph 0402, applies).

(2) Proposed modifications, exceeding 50% of the cost for a new structure, will not be pursued. Additional security measures shall be designed by FAC to compensate for the substandard armory rather than build a new armory. Approval for the established compensatory measures, if not in compliance with chapter 9 of this Manual, will then be solicited from Headquarters, U.S. Marine Corps (POS-10) via this command (FAC).

2. Where joint ordnance and weapons security issues require review, the MARFORRES PSO (FAC) and Ordnance Officer (G40RD) shall evaluate the concern and issue guidance in accordance with Navy and Marine Corps directives.

3. Group, Squadron, Regimental and Battalion Commanders, site COs/I-Is will provide, as required, administrative and logistical armory external training to subordinate sites incidental to weapons security.

4. COs/I-Is are responsible for:

a. Establishing armory security agreements, between the Reserve unit CO and site CO/I-I in order to expedite armory security business when events preclude joint consideration or action.

(1) Site CO/I-I, as property account Responsible Officers (RO), are accountable for the security of weapons storage during non-drill periods. Reserve staffs will provide guidance and assistance as required.

(2) Organizational COs, are responsible for the security of weapons during drill weekends, unit movements to/from and during field exercises, and during periods when weapons are employed by members of their command. Active duty staffs will provide guidance and assistance as required.

b. All MARFORRES units will appoint a local Activity Security Officer (ASO), a formal appointment letter is required. The Site CO/ I-I can not be the ASO. (reference (b), page 12-5 par. 1209 applies)

(1) The local ASO will be any Active Component Marine (E-6 or above) who is not the armorer (page. 18-3, paragraph 18001.4. of this Manual applies).

(2) The local ASO shall be delegated the collateral task of supervising the site armory and facilities security program in compliance with this Manual. The ASO may also be authorized Interim Certification of the armory, (see page 7-3, paragraph 7003, of this Manual).

(3) The ASO may also serve as the primary or alternate Armory Key Custodian (see page 15-3, paragraph 15000. of this Manual).

(4) The ASO will provide assistance to the armorer ensuring no one has unlimited access to the interior of the armory, and that the Two-Man

## PHYSICAL SECURITY OF ARMORIES

Rule is enforced under all conditions (chapter 14 applies); that visitor control on reserve property is enforced, and that logs, inventories and surveys are maintained.

(5) The ASO will acquire and control the blue prints and floor plan for the armory spaces. They are to be treated as sensitive information.  
NOTE: Maintain in armory.

c. A formal appointment letter to an Active Component Marine (excluding supply personnel) armorer/weapons custodian who is not the key custodian and whose responsibilities include:

(1) Ensuring site compliance with this Manual.

(2) Establish appropriate Standard Operating Procedures (SOP) not adequately covered in this Manual. Where sufficient information is provided in this Manual the site SOP need only refer to the applicable chapter and paragraph.

(3) Ensure positive and controlled accountability for the security of armory spaces, containers, weapons, related equipment and armory combinations and/or keys (chapters 13 and 14 apply).

(4) Ensure that members of the Unaccompanied Access List (UAL) working, or supervising the work of others in the armory alone, are armed as required in paragraph 4003 below.

#### 4003. ARMED SECURITY

1. Unaccompanied access (UAL)/security personnel, when in the Armory, shall be armed with a fully loaded weapon and mobile duress during the course of their duties, to include periods of transportation and ceremonial use of category I through III AA&E (paragraph 18003., of this Manual, applies). (Note: the mobile duress will be used only in or near armory and should have a minimum range of 125').

2. Appropriate number of required rounds is addressed on page 18-4, paragraph 18003, of this Manual. Related information is located in chapters 13, 14, 18, and 21 of this Manual, reference (b), page 1-1, paragraph 0101.c., and reference (c).

#### 4004. LOGS AND INVENTORIES

1. Consolidate logs into as few logbooks as necessary.

2. The primary or alternate key custodian will conduct a logged Two-Man Rule weapons, ammo, lock and key sight count during each original opening and final closing of the armory (format provided in appendix A (chapter 14 applies)). Site count records (appendix A) may be disposed of at the end of one year.

3. Conduct the Two-Man Rule weapons, ammo, lock and key sight count at

least twice a week whenever the armory is not in use within any seven-day period. When weapons are taken to Annual Training (AT) this requirement is waived. However, this headquarters (FAC) should be notified, if all weapons are not taken to AT, then site C.O./I-I must leave behind two personnel who have access or take all weapons to ATD with no exceptions.

4. Using the Two-Man Rule procedures, conduct a witnessed and logged monthly serialized weapons inventory. Serialized inventories will be conducted by a disinterested third party (E-6 or above), who should be a SMCR but may be an Active Marine. A copy of this inventory should be provided to the supply section in compliance with ForO 4400.120. Monthly inventory must be approved by the I-I and originals retained in the WSA. One of these inventories each year will be performed by a disinterested third party (i.e., not in the inventory chain of responsibility or with normal access) officer, senior enlisted or civilian equivalent (may be from within the command). Serialized weapons inventory shall be maintained for a minimum of two years (reference (a), page 6-4, paragraph 0601b.(3) (a)2. applies).

5. A current and certified copy of the Consolidated Memorandum Receipt (CMR) will be used in the conduct of the serialized weapons inventory.

6. During the receipt of weapons shipment, a serialized weapons inventory will be updated and entered into the site's property records. A copy of the receipt document must be forwarded to the Commanding Officer, NAVSURFWARCEMDIV, Crane (Code 408), IN.

7. Privately owned (personal) weapons stored in the armory will not be included in sight counts or inventories. Personal weapons may be stored in site armories provided that they do not interfere with the security or positive control of government weapons (refer to par. 2003, page 2-6 of this manual and OPNAVINST 5530.13B par. 0207). Special service weapons will be included in the inventory.

4005. ADMINISTRATION. The ASO shall:

1. Annually review written security procedures to ensure that they are current, and conduct a local security survey as depicted in par 7004 page 7-4 utilizing the current MARFORRES Physical Security Inspection Checklist.

2. Foster constructive relations with the local commercial or public security force and develop an awareness of the level of acceptance for the Marine Corps Reserve in the Community.

3. Ensure the issuance and retrieval of weapons complies with the current edition of UM 4400.15 and includes the use of positive identification via NAVMC Form 10520 and personal military ID.

4. Immediately notify this command (FAC) if a facility or armory break-in occurs or if a substantial increase in the local threat challenges the security of the facility or armory. During after hour periods, notify the MARFORRES Duty Officer.

## PHYSICAL SECURITY OF ARMORIES

5. Immediately notify this command (G-4/FAC) if weapons, including special services, are stolen. Notify CMC (Code POS-10) by completing a Missing Lost or Stolen Recovered (MLSR) Form. Promptly submit appropriate information relating to missing, lost, stolen or recovered AA&E to the local Naval Criminal Investigative Service (NCIS), Criminal Investigative Department (CID), etc. (reference (a) chapter 8).



# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 5

### TRAINING

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CLEARING TRAP.....	FIGURE 5-1/2	5-6/7





# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 5

### TRAINING

5000. GENERAL. Responsibility for training personnel in the area of armory and weapons security rests with the site CO/I-I. Following the requirements contained in reference (c) and paragraph 4002.3 of this Manual, training duties may be delegated to the Activity Security Officer (ASO).

1. Reserve sites will establish physical security Standing operating Procedures (SOP) for training in security, accountability, inventory, safety, loading and clearing procedures of weapons (paragraph 4002.4c2), of this Manual, applies).

2. Personnel shall be indoctrinated in the principles, criteria and procedures for accountability and inventory, including disciplinary actions against individuals responsible for violating security requirements prescribed in this Manual (see paragraph 4001).

3. Reserve activities will conduct continuing training through refresher briefings in connection with defense or offense demolition. Blank .22 caliber and dummy ammunition are excluded from the definition of ammunition for purposes of this Manual (reference (a), enclosure (1) page 1-1, paragraph 0101b(2), applies).

4. Explosives. Any chemical compound, mixture or device, the primary or common purpose of which is to function by explosion. Explosives include, but are not limited to, individual land mines, demolition charges, blocks or explosives (e.g., C4, TNT, Det cord, dynamite, etc.) (reference (a), enclosure (1) page 1-1, paragraph 0101b(3), applies).

5. Collateral Equipment. Equipment identified in the SL-3 (bayonets, tripods, T&E, etc.) are not major subassemblies of AA&E. AA&E collateral equipment shall be stored in the site's armory but do not require locked racks or containers as major subassemblies.

### 5001. GENERAL INFORMATION

AA&E codes which are published in this Manual are based on factors of varying degrees of readiness to fire, in accordance with paragraph 5001.2.

2. Site COs/I-Is. Responsibilities include:

a. Prior to assigning Active Component or Reserve personnel to the armory Unaccompanied Access List (UAL), nominees will have completed the preliminary requirements as described in chapter 13, paragraph 13004 of this Manual. Nominees will not be assigned to the unaccompanied access list (UAL) until completion of the Personnel Screening for AA & E form (figure 13-1, page 13-8). The screening form will be retained for one year after termination from AAL/UAL or transfer.

b. Ensure that security personnel have learned established safe "Loading and Clearing Instructions" of weapons as outlined in appendix B of this Manual and in reference (c). As part of weapons safety procedures:

(1) Frequent refresher courses (minimum every quarter) will be conducted and documented by the ASO throughout each fiscal year.

(2) Unit personnel will continue to clear weapons, within and on the Reserve center's property, using a 55 gallon clearing barrel or smaller, until site(s) receive the new clearing trap depicted in figure 5-1/5-2 pages 5-6/5-7. Site(s) will utilize their 55 Gallon clearing barrels in accordance with existing regulations. The New Clearing Trap will be placed inside the armory, and bolted to a flat surface. (See instructions enclosed with the snail and retain within the armory.) No exceptions.

(a) The new commercial clearing trap will employ the design provided in figures 5-1/5-2 pages 5-6/5-7.

(3) The armorers/weapons custodians are authorized to clear their security weapons within the armory with the existing clearing barrel until site receives either the commercial Safe-n-Clear model LE6512, size: 35"H X 13"W X 18"D at 120 lbs. or check it "Snail" model CH 24" L X 6" W X 21" H at 100 lbs.

c. Receive and be familiar with the "Deadly Force" instruction as found in appendix C and reference (c).

(1) UAL personnel will review and certify their understanding of the contents of the Deadly Force instruction quarterly.

(2) Certification will consist of two dated signatures: one receiving the instruction and the other, a noncommissioned or Commissioned Officer's, witnessing the instruction (Appendix C).

(3) Signed Deadly Force forms shall be maintained for three years. At the end of the required filing period the forms may be disposed of (reference (b), page 9-15, paragraph 0909.b. applies).

d. Selected Marine Corps Reservists (SMCR). SMCR personnel may be assigned to the UAL provided they meet the requirements listed above. Chapter 13, paragraph 13004.6 of this Manual applies.

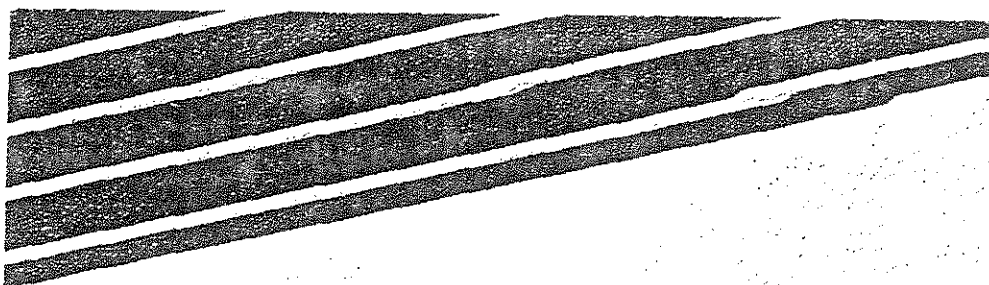
5002. FAILURE TO QUALIFY/REQUALIFY. Any nominee who fails to qualify, re-qualify or who displays a cavalier or uncertain attitude toward his/her potential security duties or weapons handling will not be assigned this duty. Personnel currently assigned to the UAL access/security duties who display similar lack of leadership will be removed (reference (b), page 9-15, paragraph 0908.e(4), applies).

5003. ROTC/GUN CLUB PROHIBITION AND TEMP LOAN OF WEAPONS. Reserve Officers Training Corps (ROTC) units and gun clubs are not authorized possession of

PHYSICAL SECURITY OF ARMORIES

5002

any category AA&E except during periods of training with Marine counterparts and only then under qualified supervision. Procedures to be followed for temporary loan of weapons can be found in Force Order P8000.1, chapter 9, paragraph 9001, SOP for Ground Ordnance.



**CASWELL**  
COMPANIES INTERNATIONAL



**SAFE-N-CLEAR™**

**HANDGUN  
CLEARING  
TRAP  
LE 6512**

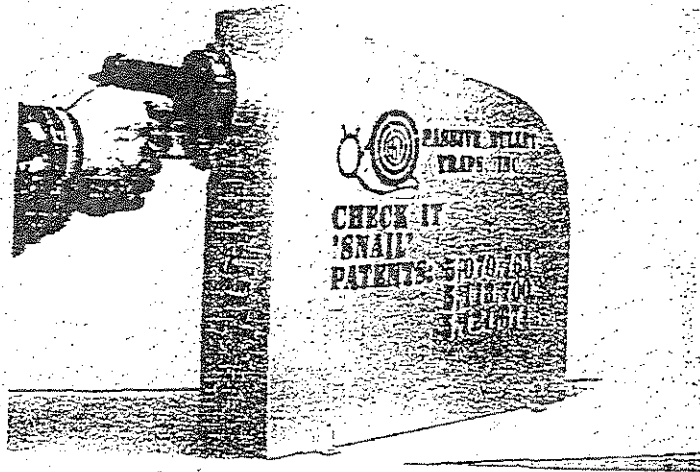
SIZE: 35" H x 13" W x 18" D  
WEIGHT: 120 LBS

The purpose of the Caswell SAFE-N-CLEAR™ Handgun Clearing Trap is to provide a safe and secure means of clearing and test firing a handgun after unloading to protect against an accidental discharge. It is an ideal safety measure for police stations, correctional facilities, firing ranges, or any area where firearms are being handled.

The trap is constructed of 10 gauge alloy steel and has a reinforced rubber screen that covers the front opening. The muzzle is inserted into the SAFE-N-CLEAR through a slot in the rubber screen, allowing the screen to serve as a barrier against backspatter. A second rubber panel rests over a thick bed of granulated rubber, GmaTex™, and an impact plate where any rounds fired are captured.

The SAFE-N-CLEAR trap is designed to accommodate ammunition up to .44 magnum. NO armor piercing ammunition or rifles should be tested or cleared.

Figure 5-1



### **M/N CH "CHECK-IT"**

#### ***Portable Check And Clear Bullet Trap***

Our Versatile "Check-It" Check And Clear Trap Priced At Just \$495 Provides Unequaled Safety In A Space Saving Design. An Essential Tool For Law Enforcement, Military And Shooting Range Personnel, This Savage "Advanced SNAIL™ Technology" Trap Can Control Fire From Handguns Up To .50A.E., Shotguns Up To 12 Gauge 3" Magnum Slug, And Even High Power Rifles Producing Up To A Max. Of 3,000 FPE @ Muzzle (including standard ball .223, 30-06 and .308).

- Dimensions Are Approx. 67" Wide, 21" High, and 24" Deep
- Built-In Horizontal Flanges Allow For Bolting To A Desk Or table - And You can request Vertical Side Mount Flanges That Will Allow For Securing To a Wall Or Door

Figure 5-2



PHYSICAL SECURITY OF ARMORIES

CHAPTER 6

INCIDENTAL DISCHARGE OF WEAPONS

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NON-REPORTABLE MISHAPS.....	6003	6-4





# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 6

### INCIDENTAL DISCHARGE OF WEAPONS

6000. GENERAL. Marine personnel performing official security duties are directed to carry loaded weapons; this requirement can only be waived by CMC (Code POS-10). Local procedures reinforce the safe handling of weapons and reduce the probability of the subject event occurring.

1. Rarely is there a true "accidental discharge" of weapons. Generally, such incidents are the result of careless handling of weapons by personnel who are inadequately trained or lack maturity. Under no circumstances will personnel of questionable ability, leadership or character be assigned to security duties in which a loaded weapon must be carried.
2. The site COs/I-Is is responsible for security personnel assignments.
3. In the event of an incidental discharge, par's 6002 and 6003 below shall be reviewed in order to determine what appropriate actions may be required.

6001. PREVENTION. As covered in Chapter 5 of this Manual, all Marines intended to be armorers/weapons custodians, or assigned to the UAL, or who take part as the site security force, will be adequately trained PRIOR to assignment. This includes personnel on the Accompanied Access List (AAL) with an IDS access element (vault) and must meet the same requirements as the UAL.

1. Training will consist of qualifying with the weapon the personnel will be standing duty with, such as 9mm and M16s, receiving "Loading and clearing instructions", and reviewing and understanding "Deadly Force" instruction.
2. Nominees will also have been interviewed by the Site CO/I-I to determine the nominee's stability and understanding of the position for which they are nominated.
3. Unsatisfactory performance in any area of this paragraph is the basis for removal or non-consideration.

REPORTABLE MISHAPS. As required in reference (d) and MCO P5102.1, an accidental discharge of a weapon is reportable if the discharge results in a death, serious injury or causes property damages.

6002.1. If a reportable accidental discharge of a weapon occurs during working-hours a telephone report will immediately be made to this Command (FAC). After normal working hours contact MARFORRES Command Duty Officer. The telephone report will be confirmed by submission of a message report to this command as per reference (d). It shall be reviewed in the context of this paragraph. The telephone and message report will contain the following information:

- a. Date and time the mishap occurred;
  - b. Name, rank and position of the individual operating the weapon at the time of the discharge;
  - c. Type of weapon involved;
  - d. Extent of injuries or property damages;
  - e. Narrative description of how the incident occurred;
  - f. Type of training received by the individual on the safe operation of the weapon involved and when.
2. The informal investigation report (per reference (d)), will be submitted within ten days of the incident via, and endorsed by each level of the chain of command, to this command (FAC/SJA). The investigation is in addition to, and separate from, the required JAG investigations pertaining to line of duty/misconduct investigations and serious injury incidents, and any pertinent safety investigation.
3. The Commander, MARFORRES (FAC) will submit the message report to the Commandant of the Marine Corps (Code MPH-50).

6003. Non-Reportable Mishaps. Non-reportable mishaps are those occurrences that do not involve death, serious injuries or cause property damages less than \$2,000.00 as defined in reference (d).

1. The local site will determine the cause of the discharge, effect corrective measures against a recurrence, and will determine what punitive measures, if any, will be brought against the personnel responsible.
2. Calls or messages to this command (FAC), in relation to non-reportable mishaps, are not required.

# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 7

### INSPECTIONS.

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LOCAL SECURITY SURVEY CHECKLIST.....	FIGURE 7-1/-2	7-5/-6



# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 7

### INSPECTIONS.

7000. GENERAL. The purpose of armory security inspections is to evaluate physical security compliance employed at each MARFORRES Reserve site. Inspection types are: Physical (FSMAO), Certification (MARFORRES/FAC), Command/MORDT (MSC's), Mobilization Operational Readiness Deployment Test (MORDT) and Local Security Survey (LSS).

7001. FIELD SUPPLY AND MAINTENANCE ANALYSIS OFFICE (FSMAO). Following the guidelines found in reference (a) through (c), FSMAO reviews the armory security procedures used at the site level. It is conducted as part of its overall triennial inspection of each Active Duty and Reserve command.

7002. CERTIFICATION. MARFORRES (FAC) is the sole command representative responsible for conducting physical security certified inspections within the command, unless the MARFORRES (FAC) Physical Security Officer (PSO) authorizes the unit ASO to certify the armory for an interim period pending the MARFORRES certification.

7003. COMMAND/MORDT INSPECTION. Command security inspections are conducted triennially by the Major Subordinate Commands (MSC's).

1. The references provide the basis for command inspections. The current Armory Security Inspection checklist consolidates appropriate requirements into one document and will be used as the basis for and reference of armory security procedures. It is made available for the MSC inspectors electronically by contacting the MFR Facilities WSA section prior to the inspection.
2. The command inspection focuses on local armory and facilities security procedures and training used in maintaining positive control over sensitive assets. The inspection does not include an inspection of weapons maintenance.
3. The wide varieties of communities associated with the Marine Corps Reserves may affect on a site's ability to comply with established security procedures.

Waivers or exceptions to specific directives are issued on a case-by-case basis (chapter 8 of this Manual applies).

b. Waivers or exceptions are not granted unless an identified need exists. Sites will comply with all directives found in this Manual to the fullest extent possible. When compliance is not possible or causes unreasonable burden on the site a waiver or exception will be considered.

4. All inspection results will be forwarded to MARFORRES (FAC) within ten (10) working days after the inspection. No exceptions.

7004. LOCAL SECURITY SURVEY. The site CO/I-I/ASO will conduct a local security survey at least every 12 months and maintain records of the three most recent surveys for a review during assistance visits and command inspections. See figure 7-1 and 7-2, pages 7-5 and 7-6. Surveys will be made each year a command inspection is not held (reference (a), enclosure (1) page 3-9, paragraph 0309 and reference (b), page 12-5, paragraph 1209.a.(2) apply). A copy of the Local Security Survey (LSS) will be forwarded to MARFORRES (FAC) within ten (10) working days after the inspection, no exceptions! (Note: ASO will utilize the current MFR inspection checklist (see par. 4 below, as Figure 7-1 and 7-2 is a sample for information only!))

1. The purpose of the LSS is to ensure that procedures continue to comply with this Manual and evaluate whether community conditions have remained static or have adversely changed.
2. The LSS will be conducted by the Activity Security Officer (ASO) (E-6 or above) of the active duty staff (reference (b), page 12-5, paragraph 1209.a.(1) applies). The findings will be evaluated and signed by the site CO/I-I or by their representative.
3. LSS will be retained for three years for review by the command inspector (reference (a), page 3-9, paragraph 0307.k, applies).
4. Figure 7-1 page 7-5/7-6 is a copy of Marine Forces Reserve (MFR) Local Security Survey to be used as a guide by the site ASO. The actual local security survey will be conducted by ASO utilizing the current MFR inspection checklist, as the armorer/weapons custodian is more familiar. A message verifying the LSS has been completed and a copy will be forwarded to FAC.

7005. OTHER INSPECTIONS. Other armory security inspections include Certification and Command Directed.

1. An Initial Certification inspection is conducted whenever a new or modified armory construction is completed. The MARFORRES Physical Security Officer (PSO) or his representative will review the drawings and make a physical check of the structure. The intrusion detection system will also be tested and the local security personnel will be provided security instructions.
2. A Command Directed inspection is made if a serious lack of procedural control was identified during an earlier command inspection or a break-in occurred in the armory. The purpose of this inspection will be to identify what corrections were made or to identify what conditions existed that allowed a break-in. The inspection will be coordinated, as required, between MARFORRES (FAC), G4 and SJA.

# PHYSICAL SECURITY OF ARMORIES

<b>MARINE FORCES RESERVE PHYSICAL SECURITY SURVEY</b> (circle one) ARMORY / VMF / SUPPLY / RESERVE		Date:
Unit:		Copy to: (1) COMMARFORRES (FAC) (2)
Address:		Ref: (a) ForD PSS00.1 (b) OPNAVINST 5530.13B (c) OPNAVINST 5530.14B
1. For references (a) through (c), a physical security survey was conducted on (date) for (functional area, bldg, room, location of inspected area).		
2. This survey involved the review of local police crime statistics for the period from _____ to _____. The following types of crimes have occurred in the vicinity of the reserve center:		
3. <u>SYNOPSIS OF SURVEY</u> . The following deficiencies were identified:		
4. <u>BUILDING AND AREA</u> . The armory / VMF / supply warehouse / other is located in room # / building #. The sensitive space is located (describe location of space in relation to entrances, exterior walls, assembly area, etc.). The area surrounding the reserve center is urban, suburban, rural. Its use is characterized as residential / commercial / industrial.		
5. <u>PHYSICAL SECURITY BARRIERS / EQUIPMENT</u> .		
a. Walls. Material and construction.		
b. Ceiling. Material and construction.		
c. Floor. Material and construction.		
d. Doors. Material and construction.		
e. Other openings (Issue ports, vents, windows). How secured.		
f. Fencing. Material and construction.		
g. Security Lighting.		
Signature of Activity Security Officer:		Signature of I-1 / Site Commander:
Typed Name/Grade of Activity Security Officer:		Typed Name / Grade of I-1 / Site Cmdr:

Figure (7-1)





PHYSICAL SECURITY OF ARMORIES

CHAPTER 8

WAIVERS AND EXCEPTIONS

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# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 8

### WAIVERS AND EXCEPTIONS

8000. GENERAL. In order to ensure the security of armories this manual publishes standards that best serve Marine exclusive or Joint Reserve Centers. Deviations to established regulations will be evaluated by Commander, MARFORRES (FAC) on a case-by-case basis. Appendix D provides waiver and exception formats.

8001. RESTRICTIONS. Requests for waivers or exceptions should be based on the application of equivalent standards such as increased Intrusion Detection System (IDS) or guard force, area surveillance, fencing or protective lighting. Each request for relief must be addressed in separate correspondence and will be reviewed at this command (FAC) prior to forwarding, if applicable, to CMC (Code POS-10).

8002. AUDITS. Security procedures, to include reporting theft or loss, inventory and accountability of AA&E, will be examined during appropriate inspections and surveys. The status of existing waivers and exceptions will be examined for compliance and continuing necessity.

8003. DEFINITIONS.

1. Waivers are temporary and conditional deviations from the standards outlined in the references and this Manual. Waivers may be granted for no longer than twelve months. Extensions to waivers may be granted in twelve (or less) month increments. Any waiver request to a host or MARFORRES will always be sent "Copy to" CMC (POS-10) and NAVSURFWARCENDIV (Code 7095), 300 Highway 361, Crane IN 47522-5000.

2. Exceptions are long-term and conditional deviations from the standards outlined in the references and in this Manual. Exceptions are granted for a limited period of three years. Extensions to exceptions, if required, are issued in increments of twelve or more months. Any exception request to host or MARFORRES will always be sent "copy to" to CMC (POS-10), and NAVSURFWARCENDIV (Code 7095), 300 Highway 361, Crane IN 47522-5000.

3. Per paragraphs 8005 and 8006 the approving authority for waivers and exceptions to the requirements, based on the references, is Headquarters, U.S. Marine Corps (Code POS-10) via Commander, MARFORRES (FAC), and a copy to NAVSURFWARCENDIV (Code 7095), 300 Highway 361, Crane IN 47522-5000.

4. Per appendix D, the approving authority for waivers and exceptions to MARFORRES unique requirements is Commander, MARFORRES (FAC) (reference (a), page 10-1 to 10-5, and in reference (b), paragraph 0116, page 1-16 to 1-20, applies).

8004. TYPES. When relief from the security requirements is necessary, alternate security measures must be identified and employed. There are two

groups of waivers and exceptions: "Security and Structural".

8005. SECURITY WAIVERS AND EXCEPTIONS.

1. Security Waivers and Exceptions include but are not limited to perimeter fencing specifications, Marines performing security duties without a loaded weapon, qualification periods, and clear zones.

2. The approving authority for Security Waivers and Exceptions is Headquarters, U. S. Marine Corps (POS-10) via Commander, MARFORRES (FAC) and copy to NAVSURFWARCENDIV (Code 7095), 300 Highway 361, Crane IN 47522-5000. For Marine Corps owned and leased sites only. MARFORRES sites that are joint and tenant will go directly to the host via their chain of command with copies to CMC (POS-10) MFR (FAC) and NAVSURFWARCENDIV (Code 7095) Crane, IN. A copy of requests to a host once approved or denied, will be provided to CMC (POS-10), MFR (FAC), and copy to NAVSURFWARCENDIV (Code 7095), 300 Highway 361, Crane IN 47522-5000.

8006. STRUCTURAL WAIVERS AND EXCEPTIONS. An exception is considered in order when corrective action to comply with a specific requirement is beyond the ABILITY of the Reserve site.

1. Structural Waivers and Exceptions requests include deviations from standard armory construction requirements as outlined in this Manual (chapter 9) (reference (a), page 4-1, paragraph 0401 or 0402 applies).

2. The approving authority for Structural Waivers or Exceptions is Headquarters, U.S. Marine Corps (POS-16) via Commander, MARFORRES (FAC) and copy to NAVSURFWARCENDIV (Code 7095), 300 Highway 361, Crane IN 47522-5000. (Same information in par. 8005.2 applies).

8007. EXCLUSIVE MARINE CORPS ARMORIES. All MARFORRES armories are constructed to provide AA&E storage in as compact an area as possible, consistent with operational, explosive, safety and training requirements of the assigned unit. Any additional request for security storage requirements must be carefully evaluated and approved by higher headquarters. In such instances, waivers or exceptions must be obtained in accordance with paragraph 8005 above.

8008. CONSTRUCTION EXEMPTIONS. When approved reinforcing materials are used to harden a non-standard armory, as enumerated in chapter 9 of this Manual, Headquarters, U. S. Marine Corps (POS-10) approval is not required.

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CHAPTER 9

ARMORY STRUCTURAL STANDARDS

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ADDITIONAL WEAPONS ISSUE PORT.....	FIGURE 9-2	9-10



# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 9

### ARMORY STRUCTURAL STANDARDS

9000. GENERAL. Armory construction is built to deter, not prevent, forced entry by unauthorized persons. Facilities will not be torn down and rebuilt unless it is determined that security measures cannot be improved to provide the required degree of protection. When nonstandard structures or facilities provide equivalent or better protection, modification will not be undertaken. Exceptions or waivers, allowing nonstandard conditions, will be considered as set forth in chapter 8 of this Manual (reference (a), page 2-1, paragraph 0201 and 0202 applies).

9001. OBJECTIVE. The Department of Defense established the term "hardened structures" to refer to a standard of armories, rooms and storage spaces holding weapons or ordnance. Facilities are hardened so as to delay a forcible entry by an unsophisticated or semi-sophisticated adversary for approximately ten to fifteen minutes. Tests of eight inch thick, reinforced, concrete walls indicate that they can expect to provide about ten minutes delay time when attacked with portable hand and power tools. The use of explosives will reduce this time to two minutes or less. All physical aspects of the armory are required to be equal in strength.

9002. NEW ARMORY STANDARDS. The security standards in this Manual are mandatory for construction and for upgrading existing facilities. However, if meeting the construction criteria of this Manual is not practical for existing substandard armories, requests for structural exceptions will be made in accordance with chapter 8 of this Manual (reference (a), page 4-1, paragraph 0401, applies).

1. Communications. For emergency duress, administrative, and command purposes, each Reserve site will have one functional telephone instrument located within the armory. The telephone will be compatible with, and tied into, the system used throughout the center. Chapter 17 addresses Intrusion Detection Systems (IDS) (reference (b), page 12-10, paragraph 1215.c(1) applies).

2. For purposes of enhancing illumination, walls and ceilings will be painted with an off-white/cream color. The concrete deck will be covered with a durable waterproof sealant.

3. Walls. Walls will consist of at a minimum: 1) eight inches of poured concrete reinforced with No. 4 reinforcing bars at nine inches on center in each direction and staggered on each face to form a grid of approximately 4 1/2 inches square; 2) eight inch concrete block with No. 4 bars threaded through block cavities filled with mortar or concrete and with horizontal joint reinforcement at every course; or 3) at least 8 inches of brick interlocked between inner and outer courses.

4. Ceilings and Roofs. Ceilings and/or roofs shall be crafted to suit the design and security compatibility of the armory walls. The form will

consist of, at minimum, six inches of reinforced concrete slab and constructed so as to not provide hidden access points or areas of concealment. If the armory is built within the Reserve Center, the armory roof may be integrated into the floor plan of the second floor. Number 4 reinforcing bar spacing should form a grid not exceeding 96 square inches (8"x12"). Roofs of "free standing" armories shall be designed to afford maximum view from the ground as well as rain run off.

5. Floors. Floors, if on grade, shall be a minimum of six inches concrete construction reinforced with 6 X 6 (or equivalent) bars. Where the floor slab acts as the ceiling for an underlying room or area, the ceiling standards apply. In all cases floors shall be a minimum of six inches thick.

6. Doors. The standard main entrance door shall be a high security Class 5 GSA approved steel, vault door with a built-in three position, dial-type changeable combination lock. For new construction the main door shall be located as to allow large numbers of personnel ready access to weapons check out (i.e. facing into the drill hall).

7. Day-Gate. The standard day-gate is installed as part of the main entrance door. It will meet the following minimum criteria:

a. Lockable from the inside of the armory using:

(1) Padlock 5200 series.

(2) Pin tumbler key built into the day-gate.

(3) Knob lever or dead bolt inaccessible from the outside.

b. New day-gate construction will be:

Minimum of 9 gauge, high carbon, steel expanded or woven into a 1 x 1 3/4 inch diamond mesh grid pattern and secured to a one inch steel channel frame.

c. Existing day-gate minimum construction will be:

(1) Steel rod and bar grid construction. Grid doors will be constructed of 1/2 inch vertical bars with 1 1/2 X 3/8 inch horizontal flat bars. Vertical bars will be a maximum of 3 1/2 inches apart and will be welded to or pass through the horizontal flat bars. The resulting grid pattern will not produce an opening larger than 32 square inches (4"x8").

d. Day-gates shall be framed and mounted in such a manner to cause a maximum clearance of 1 inch between the sides, top and bottom of the day-gate and the vault door frame and deck. Paragraph 11002 of this Manual outlines the purposes of the day-gate design.



## PHYSICAL SECURITY OF ARMORIES

8. Issue Port. Issue ports will be limited to the essential number required to issue and retrieve small arms, ammunition and related equipment.

a. Day Gate. An issue port will be centered and constructed with similar materials as that used in the day-gate. Standard construction consists of incorporating the day-gate material or a separate 26 gauge (or greater) steel frame with a hinged and lockable door from the inside of the armory. The frame will be welded to the structure of the day-gate. Its design shall be in accordance with Figure 9-1, page 9-10.

(1) Weapons issue ports will not exceed 96 square inches (8"Hx12"W) when opened.

(2) When not in use, issue ports will be secured or locked with 5200 series using material structurally comparable to that of a wall locker (reference (a), page 4-2, paragraph 0401c applies).

b. Additional, Weapons Issue Port (WIP). An additional weapons issue port may be installed, at a location other than the day-gate, only when it has been approved by this Command (FAC) or programmed for in the original armory construction design. It shall be lockable from the inside and will have a Balanced Magnetic Switch installed.

(1) An approved additional weapons issue port will be authorized only for a unit size of 250 personnel or more.

(2) An additional weapons issue port will generally be installed on the same walled surface as that used for the main armory door.

(3) Its design shall be in accordance with figure 9-10 page 9-10 and tied into the armory IDS with a balanced magnetic switch. See sample of (AWIP) in figure 9-2, page 9-11.

9. Door Hinges. Hinges shall be located on the inside and will be of sufficient strength to withstand constant use and the usual weight of the doors. Hinges will be of the fixed pin security hinge type or equivalent. There will be a minimum of three (3) hinges for each door.

a. Exterior doors with exposed hinges shall also be provided with two or more supplemental brackets, pins or other devices to prevent opening of the door by removal or destruction of the hinge pin.

b. Devices used will provide sufficient positive engagement and resistance to shearing forces as to prevent opening of the door at the hinge side (edge) of the door (reference (a), enclosure (1) page 4-1, paragraph 0401b(4) applies).

10. Openings. Per reference (a), page 4-2, paragraph 0401c, openings shall be limited to the essential number required. Windows, air-conditioning ducts, vents, or similar openings, leading into the armory spaces, and of a size sufficient to permit entry or removal of arms (96 square inches 8" x

12") or greater), or 10" in diameter shall be equipped with:

a. 3/4 inch (minimum) hardened steel bars in such a manner that the openings do not exceed 32 square inches (4"Hx8"W) and are not wider than 4 inches;

b. Riveted steel grating (weight of 13.2 lbs./sq. ft) or welded steel grating (weight of 8.1 lbs./sq. ft) with 1 x 3/16 bearing bars (See MIL HDBK 1013/5, Steel Ply wall Hardening Selection and Installation Guide, MIL-G 18014B, type A, class B) (NOTAL);

c. Bars or steel mesh shall be securely embedded in the structure of the building, or welded to a steel frame, which shall be securely attached to the wall with fasteners inaccessible from the exterior of the armory.

11. Lighting. Refer to chapter 12 of this Manual.

12. Air Conditioning. For purposes of controlling hazardous fumes, humidity and rust, and promoting a hospitable working environment, new and existing armories will have heating and cooling systems (HVAC) installed.

9003. HARDENING OF ARMORIES. Hardening or reinforcing armories found not structurally sound, must be consistent with approved plans for future development. The planned use, modification costs and remaining economic life of a structure will be considered. When scheduled for replacement, expensive modifications to armories will be avoided. Hardening materials used, as listed below, do not require an exception (reference (a), enclosure (1) page 4-3, paragraph 0402 applies).

1. Walls, ceilings, roofs and floors not meeting new armory standards listed above (paragraph. 9002), will be reinforced as follows:

a. Steel Bars. 3/8 inch, four inches apart with horizontal bars welded to the vertical bars in such a manner that the openings do not exceed 32 square inches (4"x8"). The ends of the bars will be securely fastened to the building or welded to a steel frame securely fastened to the building;

b. Steel Landing Mats. Marsten, Irving or pierced steel planking.

c. Expanded Metal. 3/16 inch with a maximum grid opening of 1 X 3 inches and weighing a minimum of 4.27 pounds per square foot.

d. Steel Plate. 1/4 inch;

e. Steel Mesh. Number 8-gauge high carbon manganese steel; or for existing facilities, number 6-gauge cold drawn steel wire with a grid of not more than 2 inches center to center. The number 6-gauge material is not authorized for future upgrading;

## PHYSICAL SECURITY OF ARMORIES

f. Sheet Metal. For existing facilities, 16-gauge steel sheets or plates securely fastened together. The material is not authorized for future upgrading;

g. Other Materials. Other materials approved by CMC (Code POS-16) that provide protection equivalent to the methods mentioned above.

Note: When the above reinforcing materials are used, they will be applied and fastened to the existing structure so that destruction of the existing and reinforcing materials is required to remove them.

h. Riveted or Welded steel grating. (weight of 13.2 lbs./sq. ft) or welded steel grating (weight of 8.1 lbs./sq. ft) with 1 x 3/16 bearing bars (See MIL HDBK 1013/4 for design, fabrication, and installation (MIL-G 18014B, type A, class B (NOTAL))).

i. Steel-Ply Wall Hardening. A combination of steel sheeting and plywood developed at the Naval Civil Engineering Laboratory (NAVCIVENGRLAB). It is used to retrofit walls, floors, and ceilings. Consult NAVCIVENGRLAB's Tech Data Sheet 80-02 (NOTAL) or MIL HDBK 1013/5 (NOTAL) for selection and installation.

2. Nonstandard Doors. As per reference (a), enclosure (1) page 4-1, paragraph 0401b., the following applies:

a. Nonstandard doors will be constructed of 1 3/4 inch thick solid or laminated wood with 12 gauge steel plate on the outside face, or will be of standard 1 3/4 inch thick, hollow metal, industrial-type construction with minimum 14 gauge skin plate thickness, internally reinforced vertically with continuous steel stiffeners spaced 6 inches maximum on center.

(1) Door bucks, frames and keepers will be rigidly anchored and provided with anti spread space filler reinforcement to prevent disengagement of the lock bolt by prying or jacking of the doorframe. The frames and locks for both interior and exterior doors will be so designed and installed as to prevent sufficient removal of the frame facing or the built-in locking mechanism to allow disengagement of the lock bolt from outside a secured room when the door is closed and locked.

(2) Construction requirements for door thresholds and frames will be as exacting and comparable as those for the doors.

b. Door hinges on AA&E storage structures will be of sufficient strength to withstand constant use and the usual weight of the doors and will be protected as follows:

(1) Hinges will be located on the inside where possible and will be of the fixed pin security hinge type or equivalent.

(2) All exterior doors with exposed hinges (usually out-swinging) will be provided with two or more supplemental brackets, pins or other devices to prevent opening of the door by destruction of the hinge or removal of the hinge pin. Such devices must be of sufficient positive engagement and resistance to shearing force to prevent opening of the door from the hinge side (edge).

3. Openings. See paragraph 9002.10 above.

4. Lighting. See chapter 12 of this Manual.

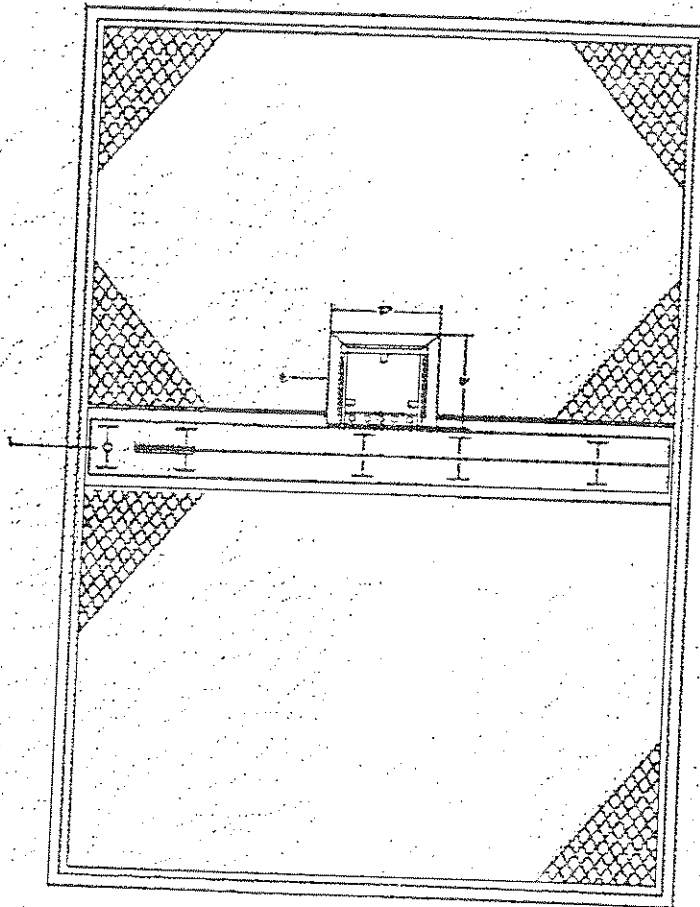
5. Painting. See paragraph 9002.2 above.

6. Air Conditioning. See paragraph 9002.12 & above.

7. Naval Surface Warfare Center, Crane Division, Crane, Indiana provides other design options. CMC (Code POS-10) must give final approval to proposals prior to implementation of projects not outlined within this Manual.

9004. CLASS-M MODULAR VAULTS. When cost effective, category II through IV arms may be stored in commercially available modular vaults having an (UL) rating of Class-M and equipped with an IDS, a Class-5 vault door and day gate. This Command (FAC) will initiate modular vault acquisition via CMC (Code LFS) (reference (a), enclosure (1) page 4-1, paragraph 0401a. applies) or MARFORRES contracts section.

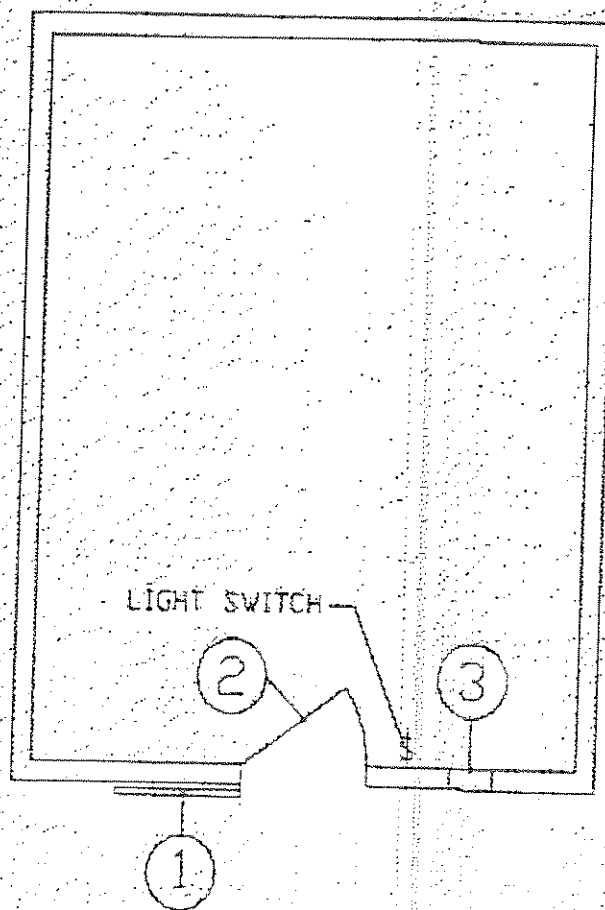
# ARMORY DAY GATE



## GENERAL INFORMATION

1. DAYGATE LOCKABLE FROM INSIDE WITH PAD LOCK 5200 SERIES OR PIN TUMBLER KEY BUILT INTO ARMORY GATE OR KNOB LEVER OR DEAD BOLT.
2. ISSUE PORT- CENTERED AND CONSTRUCTED WITH SIMILAR MATERIALS AS ARMORY GATE, WITH HINGED AND LOCKABLE DOOR FROM INSIDE OF THE ARMORY. ISSUE PORT WILL NOT EXCEED 96 SQUARE INCHES (8"H x 12"W)

Figure 9-1



- ① CLASS 5 VAULT DOOR
- ② WIRE MESH DAY GATE WITH WEAPONS ISSUE PORT
- ③ ADDITIONAL IN WALL WEAPONS ISSUE PORT

Figure 9-2

PHYSICAL SECURITY OF ARMORIES

CHAPTER 10

FENCING REQUIREMENTS

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# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 10

### FENCING REQUIREMENTS

10000. GENERAL. Where feasible, perimeter fencing shall be installed at all Reserve centers and surround the entire Reserve center. If not, the site shall submit letter to the host for the exception. Specific requirements will be determined on an individual case basis, the criteria herein, and during site inspections/surveys. Modifications to existing chain link fencing will not be made to conform to the requirements of this chapter if existing fencing provides a similar or greater deterrent to penetration.

10001. CONSIDERATIONS. In determining the quantity and area to be covered by fencing, certain factors shall be taken into account such as criminal or mob threats, isolation of the site, sensitivity of AA&E, supply, and mobile stocks. Fencing already supplied by an installation host as part of its established perimeter may be sufficient. Natural barriers (i.e. mountains, cliffs, rivers, seas or other terrain features) which are difficult to traverse may be incorporated into the perimeter fencing design provided that it is equivalent to or better than fencing (reference (a), enclosure (1) page 5-1 to 5-2, paragraph 0502, and reference (b), page 6-1 through 6-5, paragraph 0602., apply).

#### 10002. SPECIFICATIONS.

1. Perimeter fence fabric will be of chain link (galvanized, aluminized or plastic coated woven steel), 2 inch square mesh, 9 gauge diameter wire, including coating and enclose the Reserve/ armory property.
2. The fence will be mounted on metal posts of appropriate height and set in concrete or on reinforced concrete posts, with brislings where necessary.
3. Posts, bracing and other structural members will be inside of the fence fabric. Nine-gauge galvanized steel tie-wires must be used to secure the fence fabric to posts and other structural members (reference (b), page 6-3, paragraph 0603a(4). applies).
4. Taut reinforcing wires will be installed and interwoven or affixed with fabric ties along the top and bottom of new fence for stabilization of the fence fabric (reference (b), page 6-3, paragraph 0603.a(5), applies).
5. Existing fence fabric height shall be a minimum of six feet. New fence fabric will be seven feet. This height does not include the top guard (outriggers). (Reference (a), enclosure (1), page 5-1, paragraph 0502a, applies).
6. Where additional fabric must be added to existing and serviceable six foot fencing, new seven-foot mesh will be used. The new and existing fabric will be tied directly to each other by a new pole suited for the seven foot

fabric (reference (b), page 6-3, paragraph 0603.a(3), applies).

7. Outriggers (i.e. Top guards) shall be installed on the top of the fence fabric facing outward. Outriggers shall be 15 to 18 inches in length and capable of holding 3 strand of barbed wire. Concertina or "coil" wiring is not authorized (reference (b), page 6-4, paragraph 0603.a(9) applies). Note: Outriggers can face inward in special situations (Must be approved by MFR FAC).

8. The bottom of the fabric shall extend to within two inches of firm ground. If firm ground is not available, the fabric shall extend below ground level and anchored to concrete sills, curbs or other similar anchoring devices (reference (b), page 6-4, paragraph 0603.a(6), applies).

9. Fencing shall have a minimum number of pedestrian and vehicular gates consistent with operational requirements.

a. Gates shall be structurally comparable to the perimeter fencing and located so that the traffic through them will be under positive control of the Reserve center.

b. Gate locking poles/bars will have a 2 inch deep concrete sink hole located to provide a positive control over forcible entry when the pole/bar is in place.

c. Unless constantly manned or observed, during the sites after-hour periods access gates shall be secured with locks that meet or exceed the criteria listed in chapter 16, paragraph 16005 of this Manual.

10. Drainage passages penetrating the perimeter fencing shall be of ten inch pipe or of clusters of such pipe or equivalent. Openings under or through a fence will be secured with material equal to or greater in strength than the overall barrier (reference (b), page 6-4, paragraph 0603.a(7) applies).

11. Building walls may be incorporated into the barrier system. This is on condition that the wall provides similar protection from intrusion to that of the perimeter barrier itself and is subject to visual observation (reference (b), page 6-5, paragraph 0604 applies).

12. Alternative Fencing. Where a boundary passes through an isolated area (forest, jungle, swamp) that is unpatrolled and through which vehicular passage is impossible, the boundary may be defined with a two to four strand 12-gauge (2.7 mm) barbed wire fence approximately four feet high. Signs will be posted as required in paragraph 10002.14. below (reference (b), page 6-4, paragraph 0603.c, applies).

13. Clear zones shall extend a minimum of 20 feet on the outside of the perimeter fence and 30 feet on the inside. Clear zones (to include fence) shall be free of all obstacles and vegetation which would reduce the effectiveness of the physical barrier, i.e. to reduced observation or

provide concealment to intended intruders (reference (b), page 6-5, paragraph 0606, applies).

14. Restricted area signs will be installed approximately every 200 feet, starting with the main vehicle entrance or, at the direction of Commanding Officer/Inspector-Instructor centered on the fence along the entire perimeter fence line (see chap. 11 of this Manual).

15. Restricted area signs (perimeter fence line) shall read: "U.S. GOVERNMENT PROPERTY NO TRESPASSING" (U.S. Property No Trespassing sign - NSN 9905-00-559-2971 can be ordered from the GSA catalog, current cost is \$2.74 each). Signs are available at the Navy Supply Center, Puget Sound, WA under Stock #9G-9905-LL-000-1193. Unit of issue is "EA".

16. In accordance with reference (b), security force personnel shall check security barriers (fence) at least weekly for defects that would facilitate unauthorized entry and report defects to supervisory personnel (I-I/C.O/ASO). Personnel must be alert to the fence, which shall be maintained in a good state of repair (i.e., not damaged, sagging, rusted, poles bent, holes cut, etc.) with no clear zones or any obstructions which would afford concealment or aid entry/exit for an intruder.



PHYSICAL SECURITY OF ARMORIES

CHAPTER 11

RESTRICTED/NON RESTRICTED AREAS

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# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 11

### RESTRICTED/NON RESTRICTED AREAS

11000. GENERAL. Per Chapter 13, paragraph 13002 of this Manual, Reserve site real estate property is listed as a Level One Restricted Area. Included in this designation are the grounds, assets (both equipment and mobile stocks), supply and armory exterior area. The armory interior is designated as a Level Two Restricted Area.

#### 11001. RESTRICTED/NON RESTRICTED AREA POSTING.

1. On the Armory facing wall post the warning "Restricted Area - Keep Out - Authorized Personnel Only". This sign can be requested from FAC by Site I-I e-mail to: MARFORRES (Code FAC) requesting one sign.
2. To avoid drawing undue attention to armory spaces, only the facing wall of the armory exterior will have a posted warning-restricted area sign (reference (b), page 3-8, paragraph 0306.b, applies).
3. The armory sign shall be posted on the facing wall adjacent to the main armory door in such a manner as to be visible to all those approaching the armory whether the vault door is open or closed. The top edge of the said sign will be approximately 72 inches above the deck (reference (b), page 3-15, paragraph 0307.b lists the sign). See par. 1 above for ordering sign.
4. Perimeter fencing (Same as par. 10002.15) Shall have "restricted" area signs posted, on center, approximately every 200 feet or at the direction of Commanding Officer/Inspector-Instructor, along the entire fence line. Standard sign information may be obtained from the Navy Supply Center, Puget Sound, WA (FSN 9G-9905-LL-000-1193, unit of issue is "EA") (reference (b), page 3-15, paragraph 0307.d applies).

11002. DAY GATE RESTRICTION BARRIER. The design of the day-gate does not provide the delay time as does the armory structure itself; it is, however, a restriction barrier. Day-gate construction is discussed in paragraph 9002.7 of this Manual. Signage of any type will not be placed on the day gate.

1. Purpose. The day-gate visibly defines a restricted area during normal operating hours and keeps unauthorized personnel out of the armory interior. It is designed to prevent items from being forcibly inserted by hand into the armory while the main door is open and armed security personnel occupy the armory. Mobile duress (see para 17003.3a) will be worn by armorer/weapons custodian at all times when on duty. No exceptions.
2. Keys. Day-gate keys are not included in the armory lock and key control procedures. When, as part of the site Two-Man Rule, the armory is secured by a functional IDS and the main door locked, the day-gate will be left open, no exceptions.





## PHYSICAL SECURITY OF ARMORIES

- a. However, the day gate will be closed and locked when the armorer/weapons custodian is working inside the armory. The key will be retained by the Armorer/Weapon Custodian.
- b. Day gate key(s) may be secured in the Reserve center armory or armory desk drawer upon closing of the armory. Do not remove the key from armory when closed.

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CHAPTER 12

SECURITY LIGHTING

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EMERGENCY LIGHTING.....	12002	12-3



# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 12

### SECURITY LIGHTING

12000. GENERAL. Security lighting is installed in order that an unobstructed view of all Reserve property is maintained during periods of darkness in order to detect unauthorized entries or other potential surreptitious assaults. This chapter addresses 8 hour minimum illumination requirements for armories, weapons and ordnance spaces (reference (b), page 7-1, chapter 7, applies).

#### 12001. CONTINUOUS LIGHTING.

1. Provide adequate and continuous exterior security illumination (at least 0.25 foot candles) to discourage or detect attempts at surreptitious armory entry during power losses and after-hour periods. A bank of continuous lights is not authorized (reference (a), enclosure (1) page 3-6, paragraph 0304, applies); only one controlled light is required over or near the armory vault door.
2. "Free Standing" armories require additional illumination over the roofs and perimeter of the armory property, the design of which will be coordinated at this command (FAC).
3. Placement of lighting shall be made in a manner as to not cause glare to personnel observing the restricted area. Lighting sources will be placed to ensure that illumination is directed over or near armory door and likely avenues of approach, and provide minimum exposure of security force personnel.
4. Switches to exterior lights will be installed so that they are not accessible to unauthorized individuals. Such positive control may be in the form of power boxes with locked-in-place circuits or light switches located inside the armory. (Reference (a), enclosure (1), page 3-6, paragraph 0304a, applies).
5. Continuous armory interior lighting is not authorized.

#### 12002. EMERGENCY LIGHTING.

1. One Emergency Lighting Unit (ELU) shall illuminate the exterior vault doorway with a second ELU on the interior of the armory.
2. A minimum of 4 hours backup power supply shall be provided to ensure required illumination when the primary source of power is interrupted for any duration.
3. Backup power shall be provided via self-charging battery pack or self starting generators.

12002

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4. Test to ensure viability of lighting sources will be conducted on a monthly basis and logged in the Intrusion Detection System (IDS) log book.

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## CHAPTER 13

### ARMORY ACCESS

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UNACCOMPANIED ACCESS SCREENING RECORD.....	FIGURE 13-1	13-8



# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 13

### ARMORY ACCESS

13000. GENERAL. Marine Corps Reserve armories are designated as Level Two Restricted Areas. Entry into these armories shall be confined to personnel whose duties require access and who have been granted authorization from the site CO/I-1 or other duly recognized authority. Persons not normally cleared for armory access may, with appropriate approval, be admitted but they must be controlled by a cleared and armed escort at all times (reference (b), page 3-10, paragraph 0306.c(2), applies).

13001. SELECTIVITY. Reserve sites will be selective in assigning personnel to duties involving access to and control of AA&E. Demonstrated maturity, stability and capability are required characteristics prior to unaccompanied access/security assignment (page 13-5, paragraph 13004 of this Manual applies).

13002. DEFINITIONS. The terms defined below apply to armory access and security. The "Two-Man Rule" applies in relation to original openings and final closings of the armory (see chapter 14).

1. Level One Restricted Areas. Marine Corps Reserve centers, and surrounding real estate are classified as Level One Restricted Areas. This area may serve as a buffer zone for Level Two Restricted Areas. Level One Areas contain a security interest, which if lost, stolen, compromised or sabotaged would cause damage to the command's mission. Uncontrolled or unescorted movement may or may not permit access to a security interest or asset (reference (b), page 3-9, paragraph 0306.b(3), applies).
2. Level Two Restricted Areas. Marine Corps Reserve center armories are classified as Level Two Restricted Areas. Level Two Areas contain a security interest, which if lost, stolen, compromised or sabotaged would cause serious damage to the command mission or national security. Uncontrolled or unescorted movement could permit access to a security interest or asset (reference (b), page 3-9, paragraph 0306.b(2), applies).
3. Unaccompanied Access List (UAL). Applicable to site or unit personnel only. Trained and designated USMC or SMCR personnel authorized (in writing) to work, or to supervise the work of others, within armory spaces alone (see paragraphs 13003 and 13004 below).
  - a. Personnel so designated shall not have sole armory access but, as part of the "Two-Man Rule" procedures, shall be accompanied during the original opening and final closing of the site armory.
  - b. After the Two-Man Rule entry is accomplished, UAL personnel shall be authorized to work, or supervise the work of others, within the armory spaces, be armed and carry a mobile duress.



## PHYSICAL SECURITY OF ARMORIES

c. Unaccompanied access personnel are permanent members of the security force (paragraph 18001.2. and Appendix C, of this Manual (reference (c), paragraph 5, apply).

4. Armed Escort. An armed member of the unaccompanied access list assigned to escort accompanied access and official visitors for the duration of the armory visit/inspection.

5. Accompanied Access. Military personnel, of any grade, Assigned to the unit/site and authorized temporary entry into armory spaces.

6. Official Visitors. Visitors may be authorized temporary access into armory spaces. They are not members of the unit. They may be from higher, adjacent, or subordinate commands, state or national dignitaries, commercial security agencies, etc. Due consideration shall be given to the grade of the official; however, as described in paragraph 13002.4 above, at all times visitors will be escorted by an armed guard.

7. Two-Man Rule. This rule prevents anyone from gaining or securing access to the armory interior spaces alone (chapter 14, of this Manual, applies).

13003. ACCESS AUTHORITY

1. Unaccompanied Access List (UAL). The site CO/I-I shall grant in writing unaccompanied access for up to four personnel required for essential armory operations (paragraph 13004 below). For unaccompanied access of more than four people an approval must be granted from MARFORRES (FAC). Retain the approval until personnel are transferred or no longer part of UAL. ASO will review annually the UAL. The Site CO/I-I will not be on the Unaccompanied Access List.

2. Accompanied Access. The Site CO/I-I or the ASO shall authorize accompanied access to other personnel as required.

a. Personnel granted accompanied access shall enter and/or occupy armory spaces only when under continuous armed escort. Access authority shall be written and is not limited in number unless designated personnel are assigned an access element (page 14-3, paragraph 14001.2 and 3 applies).

b. The exception to the armed escort requirement shall be during the initial opening or final closing of the armory; however, the armorer/weapons custodian will have in or on his/her possession a mobile duress at all times in opening and closing the armory vault. The Two-Man Rule procedures require two personnel opening or closing the armory and to not have access to a weapon (chapter 14 applies). The key custodian will be present at all openings and closings of the armory. The armorer/weapons custodian cannot be the key custodian.

3. Official Visitors. Personnel are tasked to inspect and assist in mission and base functional areas. Appropriate written or verbal authority will be coordinated by the visiting official and the site. Access into the

armory spaces will then be granted after a positive ID and log entry has been made (see paragraph 13005.3, 4 and 5 below), and after the visitor is asked if he is carrying a weapon or any contraband. If the answer is yes, they must surrender weapon or contraband prior to entering armory, or have access denied. No exceptions.

13004. UNACCOMPANIED ACCESS ASSIGNMENT. After candidates have been identified in paragraph 13002.3 of this Manual, assignment will not be granted until after site CO/I-I has interviewed and completed the access screening form, figure 13-1 page 13-8, safety instructions and the following has been accomplished (paragraph 5001 and 5002, of this Manual, applies):

1. Has demonstrated maturity, leadership and weapons handling confidence.
2. Screening will require, at a minimum, a review of the individuals Medical Record, Service Record Book (SRB) or Officer Qualification Record (OQR) and Provost Marshall and/or local Police Incident Reports. Local Police Incident Reports will be obtained from where the individual resides for SMCR personnel. Screening will be documented with a Unit Diary entry using Type Transaction Code (TTC) 489 (A&E screen).
3. The nominee has, at a minimum, been the subject of a completed favorable Entrance National Agency Check (ENTNAC) type I or National Agency Check (NAC) type II.
4. Has received "Deadly Force Instructions" within the previous three months (appendix C) and is familiar with loading and clearing safety procedures (appendix B).
5. Has qualified with the M16 and/or 9mm within the previous twelve months respectively. Note: Individuals must be qualified with the weapon they are standing duty with. No exceptions.
6. Selected Marine Corps Reserve (SMCR) personnel will have met the same requirements of paragraph 13004 above. Minor traffic violations may not necessarily preclude SMCR assignment. All conditions of paragraph 13004.1 through .5 above will be complied with, prior to having any access element assigned.

13005. ACCESS CONTROL. The following measures will be employed:

1. UAL personnel should log in/out during normal working hours (reference (b), page 3-11, paragraph 0306.c(2)(b), applies).
  - a. The intrusion detection system (IDS) central office and unaccompanied access personnel, as part of the Two-Man Rule procedures (see paragraph 14001), detect all original entries and final exits. The armorer/weapons custodian cannot be the key custodian.
  - b. Upon the original opening and final closing of the armory, as part of the Two-Man Rule procedures, a weapons, ammo, key and lock sight count

## PHYSICAL SECURITY OF ARMORIES

will be conducted. The count will be logged and signed by both personnel. (see appendix A).

c. During after hour periods, UAL personnel will log-in all of their entries and exits. No exceptions.

2. Accompanied access personnel shall be logged in during all periods of duty. A military or other form of picture ID will be used when the person is not known to the armorer/escort. Verify if the personnel have a weapon or contraband.

3. Official Visitors shall be logged, indicating the visitor's purpose for entry. Visitors not known to all members of the active duty staff will show a military or other form of picture ID.

4. Logs will reflect "Date/Time", "Rank/Grade", "ID Verified By", "Purpose For Entry", "Organization Represented", "Escorted By" and "Comments" columns. In the Rank/Grade column include space for both a signature and printed version of the visitor's name (appendix E applies). Escort by armed UAL personnel is required at all times.

5. Armory security logs shall be consolidated into as few logbooks as required.

13006. UNACCOMPANIED ACCESS ADMINISTRATION.

1. The UAL shall be reviewed annually by the site ASO and documented. An appointee shall be removed if he is unable to continue to perform or have proved themselves to be unreliable.

a. After initial favorable screening, re-screen personnel annually. At each screening read the following statement to the person being screened and have him/her sign a copy of this statement:

"I understand that my behavior on duty as well as off duty is expected to reflect mature, stable judgement and that I may be removed from my duties involving control of arms, ammunition and explosives, or other administrative action taken, if my behavior does not reflect high standards. I further understand that serious harm can come from my failure to properly carry out my duties. I am aware that my improper actions or failure to carry out my duties may result in criminal prosecution, fines, and imprisonment. I understand and accept the responsibility to safeguard arms, ammunition and/or explosives."

b. Marine Corps units will use the AA&E screening form (NAVMC 11386) for initial and annual screening. Screening will be documented in accordance with paragraph 13004.2 and supporting documentation maintained in command records. For personnel that do not meet screening requirements, commanders may notify CMC (MMEA/MMOA) to request retraining or reassignment.

2. Appointment letters will be posted within the armory and out of view to those standing outside the armory. An additional copy shall be held by the ASO, supporting site security force and IDS monitor.
3. Appendix F provides a sample format of an armory access letter.
4. See Personnel Screening for Arms, Ammunition and Explosives (AA & E) Form NAVMC 11386, figure 13-1 on page 13-8.

PERSONNEL SCREENING  
FOR ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)

Arub

D'ALMEIDA

Figure 13-1

PHYSICAL SECURITY OF ARMORIES

CHAPTER 14

TWO-MAN RULE

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# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 14

### TWO-MAN RULE

14000. GENERAL. Two-Man Rule procedures are established to prevent an authorized armory interior access by any single individual. The rule cannot be waived or granted an exception while the armory holds AA&E.

14001. TWO-MAN RULE POLICY. Two separate personnel, each with one element of armory entry, are required during the original opening and final closing of the armory. No one is authorized to have access to both entry elements. Note: After original opening, if armorer/weapons custodian has to vacate the armory, he/she will always lock the vault door, never use the day gate! No exceptions. Vault can be in safe mode if for a short time (no more than 15 minutes).

1. Entry elements consist of the armory door combination or high security lock, and an Intrusion Detection System (IDS) combination, key, or switch tied into a monitoring agency.

2. The Site CO/I-I shall assign access elements and may use one of two options:

a. If only unaccompanied personnel are complying with the two-man rule, unaccompanied access personnel (maximum of four) will have one of two armory elements. Two will have the armory door access and two will have the IDS access element, or,

b. One armory entry element may be assigned to all four unaccompanied access personnel (i.e., IDS key or code combination) and the accompanied access personnel may be assigned the other armory entry element (i.e., vault door key or combination). The number of UAL personnel cannot exceed over four personnel without approval from FAC (see par. 13003.1).

c. If the latter configuration is employed, at least two of the unaccompanied access personnel must be active-duty.

3. Accompanied access personnel will not be assigned until preliminary requirements are completed as are expected of the UAL personnel (paragraph 13004 applies). Once the requirements are met personnel will be assigned in writing and listed on the UAL (see appendix F). The site CO/I-I will not be on the Unaccompanied Access List, nor have access to any armory entry element.

14003. TWO-MAN RULE APPLICATION. Specific application is dependent upon the type of armory door and IDS used at the Reserve site. Paragraphs 14003 through 14005 provide recommended means to enter or secure the armory following the Two-Man Rule procedures. Integral in each Two-Man Rule



original opening and final closing of the armory is the requirement for a jointly conducted weapons, ammo, lock, and key sight count (appendix A applies).

14003. STANDARD ARMORY APPLICATION. An armory built in accordance with this Manual, has an electronic Intrusion Detection System (IDS) and Mosler Class 5 Vault Door, or approved equivalent, with a three position dial combination lock. In compliance with the UAL the following rules will be applied:

1. A Marine, only on the Accompanied Access List (AAL) shall access the combination to the Mosler Class 5 vault door.
2. Another Marine only on the UAL shall access the electronic combination to the armory IDS located within the armory. This system will electronically alert the monitoring agency that an authorized (or unauthorized) entry is occurring.
3. Marines assigned to the AAL will not be assigned the IDS element.

14004. NONSTANDARD ARMORY APPLICATION. A nonstandard armory built in accordance with this Manual, requires an application dependent on the type of IDS and locking devices used to secure the main door. The following Two-Man Rule variants apply:

1. Armory Main Door. Hardened armory door material will comply with the specification provided in paragraph 9003.2. This door will be secured using a high security padlock and hasp as described in chapter 16 of this Manual.
  - a. Keys to the main door will be stored with a local security agency or in an approved GSA 3 combination safe within the Reserve center tied into the IDS. When turned in for storage, the keys will be in a 26 gauge steel box (ammo can type material) and double locked. In either case, the key box will be covered by an IDS or 24 hour guard.
  - b. The keys to the key box will be maintained by the key custodian Marine. The armorer/weapons custodian cannot be the key custodian.
  - c. Access to the armory door keys and key box will be confined to a primary and alternate Marine, one of whom will be the Key Custodian and/or alternate key custodian. Key custodians and/or alternate must be assigned in writing and meet all security requirements as UAL personnel (chapter 15, of this Manual, applies).
2. Intrusion Detection System (IDS). There are three approved access variant systems, an Electronic Touch-Pad, a Key Switch, or a Dial/Flip Switch. All of these variants will be accessible to personnel that do not have access to the main door locks. A back-up verbal access code will be employed with the monitoring agency when the site uses either a Key Switch or Dial/Flip Switch.

a. Electronic Touch-Pad. After gaining access to the armory interior the electronic punch-pad access permits the access member to punch in a code in order to turn "on" or "off" the IDS.

b. Key Switch. IDS employing the Key Switch must use an ignition key to turn the system "on" or "off". IDS keys will be secured in a similar manner as described in paragraph 14004.1 above but will be stored separately from facility door keys. The keys will be accessible only to the primary/alternate key custodian.

c. Dial/Flip Switch. The Dial/Flip Switch needs only a turn or a "flip of a switch" in order to turn the IDS "on" or "off". Only the unaccompanied member of the Two-Man Rule must first issue an authorized verbal telephonic code to the IDS monitor prior to the original opening or final closing of the armory.

14005. OPENING AND CLOSING PROCEDURES. Opening of Reserve Center armories shall be limited to the minimum number essential for operational purposes, security and inventory requirements. The armorer/weapons custodian will have in his possession the mobile duress.

1. Original Opening. Specific Two-Man Rule original opening procedures will vary from site to site depending on the type of armory door and IDS. The following apply:

a. The unaccompanied member, of the Two-Man Rule will contact the IDS monitoring agency and advise that an entry into the armory or other secure spaces is occurring or is about to occur. The contact shall be an authorized code in the form of a verbal or electronic transmission.

b. Opening procedures for either a Class 5 vault door or high security main door are:

(1) Armory door secured by a Class 5 vault door.

Accompanied by an IDS access member, another Marine will discretely set the combination to open the vault door.

(2) Armory door secured with a high security lock.

Retrieval of main armory door keys shall be made earlier by the Key Custodian then signed over as required. The custodian or another Marine will unlock the door accompanied by the IDS Access Marine.

c. Once the armory space is exposed the IDS control Marine shall immediately proceed to turn, or electronically key, the IDS to the "Day", "Safe", or "Off" mode.

d. Both Marines will make a visual examination of all windows, hatches and other egress points (if applicable) to ensure no earlier attempt was made at an unauthorized entry.

e. An "opening" ammo, lock, key and weapon sight count will be made by

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both Marines before proceeding to other duties. The logged counts will include an annotation concerning the security of the egress points as applicable. The log will be signed by both personnel. Appendix A applies. At this point the key custodian will turn over keys and mobile duress to Armorer/weapons custodian and log in the key control log.

2. Final Closing. Two personnel are required to close up the armory for the day. Both personnel will be required to jointly:

a. Verify and log that all openings (if applicable) leading out of the armory are secured;

b. Conduct and log a "closing" ammo, lock, key and weapons sight count;

c. See that the weapons rack and container keys are stored in GSA Safe tied into IDS or Key Box within the armory, by the Key Custodian;

d. One Marine will issue a verbal or IDS electronic code to the monitoring agency indicating that the IDS will be turned to "on" "night" or "secure" mode;

e. Both members of the Two-Man Rule shall then immediately depart the armory interior securing the door (day-gate is handled as per paragraph 11002);

f. Finally, an IDS connectivity test will be made with the monitoring agency to verify that the IDS is functional prior to securing from armory duties. This test does not include the mobile duress. Mobile duress will be retained by the key custodian. If the Commanding Officer/Inspector-Instructor feel they need an additional mobile duress for security purposes, it is acceptable but must meet requirements of par. 17004.

14006. MONTHLY IDS TESTS. The armory will be secured using a posted 24 hour armed guard whenever the IDS is not functional. IDS tests will be conducted in accordance with paragraph 17004 of this Manual. The mobile/stationary duress will be tested monthly and logged. Note: If and when IDS is not functional, immediately the site C.O./I-I will call MARFORRES (FAC) Security Officer and post the 24 hour armed guard, no exceptions. Once IDS is functional, he will relieve the guard and report by phone to MARFORRES (FAC) Security Officer, all's well and functional with the IDS. He will then retain the guard roster for one year.

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## CHAPTER 15

### LOCK AND KEY CONTROL

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## CHAPTER 15

### LOCK AND KEY CONTROL

15000. GENERAL. Lock and Key Controls are used to ensure positive accountability over all armory related locks, keys, electronic or dial combinations. The site CO/I-I will designate a primary and alternate armory Key Custodian in writing. The primary Key Custodian may also be the ASO (paragraph 4002.4b(3), of this Manual, applies). The site CO/I-I, armorer/weapons custodian will not be assigned as key custodian, no exceptions!

1. An appointment letter will be held within armory files during the tenure of the custodian; the letter will be protected from public view. When custodians are reassigned or transferred the original letters shall be filed for one year and then disposed of (reference (a), page 3-8, par 0307c, applies).

2. As part of the Two-Man Rule procedures, the Key Custodians shall not have access to both the main door key/combination and/or the Intrusion Detection System (IDS) keys/combination or verbal code. The Key Custodian may be on the Accompanied/Unaccompanied Access List, depending on procedures of system operations. Any questions should be referred to this command (FAC).

15001. CUSTODIAL DUTIES. The Key Custodian duties include:

1. Ensuring proper Two-Man Rule custody and accountability of armory related locks, keys and lock combinations in accordance with this chapter, appendix G, and chapter 14 of this Manual.

2. Reviewing key control procedures applicable during the year with the ASO and document date reviewed prior to command inspections, and during local security surveys.

3. Key Custodians are part of the Unaccompanied/Accompanied Access personnel and may be assigned to assist in the opening and closing of the armory (chapter 14 and appendix G of this Manual applies).

4. Key Custodians will be present at all openings and closings of the armory to verify ammo, lock, key and weapons sight count. Keys will be secured in a locked box in an approved GSA safe within the Armory. If secured outside of the armory and within the Reserve Center, the GSA approved safe must be tied into the vault IDS. The Armory keys will be inventoried each time they are issued or retrieved. The key custodian will carry the mobile duress to and from all openings and closings of the armory if the keys are stored outside the armory.

15002. LOCK AND KEY LOG. Logs are maintained to ensure positive accountability of all armory locks and keys. Armory logs will be consolidated onto as few logbooks as practical.

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1. The Log and Key Control Log Book (appendix G) will be maintained to track a minimum three year control of annual door combination changes or rotation of the main door high security lock, if applicable. Combination 5200 Series locks do not have to be rotated unless due to excessive wear or if unserviceable. These locks are protected by the vault door and Intrusion Detection System (IDS). (Par. 15001.3 applies), or locks (reference (b), page 3-17, par 0308.d applies).

2. Ammunition and weapons rack/container key logs will contain the elements contained in appendix G and will be maintained between each monthly serialized weapons inventory prior to disposal.

15003. KEY ACCESS.

1. Armory Door Keys. The Key Custodian from the unit Two-Man Rule procedures will have the only combination to the key safe in cases where armory door keys are held in the Reserve Center or stored within the armory. This is why the Armorer/Weapons custodian cannot be the key custodian, no exceptions. Where keys are held by a local law enforcement agency, the agency shall issue and receive keys only to or from those personnel specifically authorized to do so by the site CO/I-I. Keys will be inventoried quarterly. Security key records will be retained for three years.

a. When door keys are issued from or returned to the key safe, all transactions must be witnessed and signed in a log. This log shall be maintained for three years using the format supplied in appendix G.

b. The log will reflect the date/time, to whom keys were issued/returned, issuing and receiving signatures, and comment line.

c. Duplicating armory door keys or other keys is not authorized (reference (b), page 3-17, par 0308c, applies).

d. Locks will be inventoried with all keys semi-annually and records retained for one year.

e. Keys for all weapons racks will be inventoried semi-annually and records retained for one year.

2. Armory Day Gate Keys. The day gate does not function as a forcible delaying barrier; it does serve to visibly identify a restriction zone while the armory is occupied. Day-gate keys are not part of the site's lock and key control (par 11002.2, of this Manual, applies). The day-gate will not be locked when the armory is closed.

3. Intrusion Detection System (IDS) Keys. When IDS keys are used, another primary and alternate Marine from the site Two-Man Rule procedure shall have the only verbal authorization code to the IDS. The verbal code must be acknowledged by the monitoring agency before an authorized armory entry/exit

is recognized. The above Marines must be on the UAL.

4. Weapons Rack and container Keys. Alike keying of weapons racks and container locks are authorized; weapon keys will be stored as described in par 15003.1 above. Commander, MARFORRES (FAC) is the point of contact for assistance in keying alike rack/container keys (par 16005.2, of this Manual applies). This service is provided by NAVSURWARCENDIV (Code 7095) Crane, IN.

15004. KEY CONTROL AND STORAGE.

1. Duplicate keys to armory related locks will be maintained in a continuously controlled and accountable environment (reference (b), page 3-17, par 0308.c applies). The armorer/weapons custodian will keep all IDS keys secured on their person while on duty.

2. Armory related keys will be maintained and stored separately from all other facility keys. Armory keys will be maintained in one of four-ways:

a. During work hours: Armory opened. Once the keys are signed for, the armorer/weapons custodian shall maintain the keys in their possession. No matter what the reasons, if keys are exchanged to another Marine on the UAL, the key custodian under the "Two-Man Rule," will have to be present to inventory all ammo, locks, keys and weapons in accordance with appendix G, no exceptions.

b. During Work Hours: Armory Closed. If the armory is hardened, the keys will be stored in the approved key box (normally an ammo box with two 5200 series locks) in a GSA approved safe within the armory. Note: the key custodian will retain the key for the key box and properly secure. The key custodian will retain combination.

c. During Work Hours: Armory Closed. The armory is non-hardened (meaning keys will be stored within the Reserve Center outside the armory) the keys shall be maintained in a GSA 3 combination approved safe tied into the armory IDS. The key custodian will retain the combination.

Note: After working hours store keys in accordance with paragraphs 2.b or 2.c above as applicable.

d. Keys held at a local law enforcement agency safe or secure room. Keys so held will be turned into the agency in a double locked key box (ammo can material) and the keys to the key box will be maintained by the key custodian.

15005. KEY CONTROL PROCEDURES. Key control procedures will be reviewed annually by the site CO/I-I/ASO. Proposed changes to the established procedures will be submitted to this Command (FAC) for review and approval (reference (a) page 3-8, par. 0310g, and reference (b), page 3-16, par. 0308, of this Manual apply.)



## PHYSICAL SECURITY OF ARMORIES

1. Key control procedures will enumerate how the Two-Man Rule is applied to ensure continuous accountability of armory related keys (appendix G).
2. The procedures shall describe what keys are included (weapons racks, containers, IDS, and vault door as applicable), how they are issued/returned and where they are stored (e.g., in the armory, reserve center, base military police, police station, etc.).
3. Day gate keys are not included in these procedures and will be secured in armory.

15006. COMBINATION/LOCK ROTATION.

1. Armory Main Door. Per reference (b), page 3-16, par. 0308 and 0309.d, combinations to the Mosler Class 5 vault doors and armory main door high security locks shall be rotated or changed annually or when:
  - a. The primary set of keys to the main door is compromised or lost;
  - b. After an attempted or successful forced entry;
  - c. Those with knowledge of the vault door combination are reassigned or transferred and new personnel are assigned;
  - d. Note: A back-up high security lock (if applicable) will be controlled in the same secure means given to related armory keys. New locks will not be purchased if the back-up lock is serviceable. See par. 16003, page 16-3 for guidance.
  - e. The Maus-Hamilton lock is a multi-combination, "state of the art" replacement for the standard 3 combination lock supplied with Mosler Class 5 vault doors and should be considered when a replacement is necessary.
2. Armory Intrusion Detection System (IDS). Combinations or verbal codes to the IDS shall be changed and documented during the same periods as those listed in par. 15002.1 above. IDS keys are not changed, however, a verbal access code with the monitoring agency will be established and changed as described above.
3. Armory Interior Locks. The 200 or 5200 series secondary locks used for weapons racks or containers shall not be rotated unless replaced due to excessive wear or non-serviceability. These locks are protected by the vault door or IDS.
  - a. A 10 - 15% backup of secondary locks will be maintained in the armory. Existing locks will remain in use and will only be rotated when lock serviceability is in question.

b. A secondary lock serviceability inventory will be conducted whenever a visual weapons count is made as described in par 14005 of this Manual.

4. Locking devices are described in chapter 16 of this Manual.

15007. LOCKOUTS/ILLEGAL ENTRY ATTEMPTS. If a main door lock or combination fails to work an examination will be made of the device to determine the cause of the failure (breakdown/illegal entry attempt). A lock specialist or company representative will provide repairs as required. If an illegal entry attempt was made, this Command (FAC) will be contacted for assistance in the following:

1. If an illegal entry was attempted, FAC will coordinate an investigation of the mishap with the host command or I-I site representatives.

a. The site CO/I-I will coordinate with the local and federal law enforcement agencies and conduct a preliminary inquiry.

b. A formal investigation will be directed and coordinated by this Command (FAC/SJA) with local authorities and Headquarters, U.S. Marine Corps (POS-10).

2. MARFORRES (FAC) will coordinate required repairs and provide replacement funding.



CHAPTER 16

LOCKING DEVICES

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## CHAPTER 16

### LOCKING DEVICES

16000. GENERAL. Perimeter Fencing gates, building, rooms and containers containing vulnerable, sensitive or pilferable items will be locked when not in use.

16001. COMBINATION LOCKS. Combination locks are the preferable means to secure arms, rooms, armories, weapon safes and key boxes.

16002. HIGH SECURITY LOCKS.

1. If a three-position, dial-type, class 5 steel vault door is not utilized to secure the main armory entrance, a high security padlock will be used (appendix I applies).

2. The approved high security padlock is: NSN 5340-00-799-8248, shrouded shackle with clevis and chain. Armory door high security locks will not be master-keyed.

16003. ORDERING HIGH SECURITY LOCKS. The Commander, Naval Surface Warfare Center Division, 300 Hwy 361, (code 7095) Crane, IN 47522-5000, provides, free of charge, series 831B high security locks and keys. Crane will also replace, refurbish, or repair, in use high security locks. Hasps must be ordered through the current supply system.

16004. ORDERING HIGH SECURITY HASP.

1. High security padlocks will use one of the following MK2 MOD9 shrouded hasps:  
MK2 MOD9 Style 1 (0957) NSN 5340-01-196-2547  
MK2 MOD9 Style 2 (0958) NSN 5340-01-235-6907

a. The Style 1 Hasp (0957) is used for right hand active doors. The Style 2 Hasp (0958) is used for left-hand active doors. These are the current two-piece versions of the Navy High Security Hasp.

2. These hasps are available through the Federal Supply System.

3. For technical assistance or customer support, contact Crane personnel at: (812) 854-5860/5881/5615 or DSN 482-5860/5881/5615.

16005. SECONDARY PADLOCKS.

1. Secondary padlocks (200 or 5200 series) will be used to secure racks, containers, issue ports and all interior uses, etc., within level One or Two Armory Restricted Areas that do not have their own locking device. Secondary locks will not be used to secure the entry into a Level Two Restricted Area; they will be used to secure:

## SECONDARY PADLOCKS

- a. Perimeter fencing gates,
  - b. Reserve maintenance or other buildings,
  - c. Government vehicles outside garages or maintenance bays (with chain assembly: NSN 4010-00-171-4427),
  - d. Armory weapons racks and chains (NSN 4010-00-171-4427) when racks are not bolted to the deck or bulkhead, and
  - e. Armory keys and weapons containers not lockable by a three position combination dial lock.
2. Secondary locks used within the armory may be duplicated and/or keyed-alike (reference (b), page 3-17, paragraph 0308.c applies).
3. Characteristics of secondary locks are:
- a. Pin tumbler mechanism,
  - b. Mushroom tumbler,
  - c. side locking bar,
  - d. Case hardened steel construction.
4. Approved secondary locks are:
- a. NSN 3540-00-158-3807, with chain.
  - b. NSN 5340-00-158-3805, without chain or
  - c. MK-19, MOD 3, Employs Americal Lock Model 5201 (NSN 5340-01-317-8202).
5. Appendix I provides pad locks and locking systems technical data.

16006. LOCK ROTATION/COMBINATION/CODES. Rotation of IDS codes or verbal codes, vault door combination or high security locks will be made in accordance with chapter 15 of this Order.

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## CHAPTER 17

### INTRUSION DETECTION SYSTEM

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CHAPTER 17

INTRUSION DETECTION SYSTEM

17000. GENERAL. The Intrusion Detection System (IDS) is designed to complement the structural standards of Reserve armories by providing 24 hour monitored surveillance (reference (a), enclosure (1) page 3-3, paragraph 0302e and reference (b), page 8-4, paragraph 0809d, apply).

17001. POLICY. Commander, MARFORRES (FAC), will review/approve proposed UL listed IDS. Contract IDS is currently being utilized. This contract, or where available, the DOD Joint-Service Interior Intrusion Detection System (J-SIIDS) will be used.

1. IDS will be used at all Marine Reserve armories. (Document the installation date of system for future reference. Retain original contract and supplemental additions/changes.)
2. While IDS hardware and associated technical manuals will not normally be classified, full wiring diagrams of the system as installed, particularly the electronic details of line supervision, must be classified at least CONFIDENTIAL (reference (b), page 8-7, paragraph 0810, applies).
3. Supporting IDS duress codes (verbal) will be changed monthly, or whenever compromise is suspected and/or upon change of responsible personnel (log will be maintained).
4. IDS access codes (electronic) will be changed annually or whenever compromise is suspected and/or upon change of responsible personnel (log will be maintained).

17002. STANDARDS. Three purchase comparison bids as well as lease bids will be submitted to this command (FAC). Included will be quotes for maintenance, testing, training, and a 24 hour monitoring service. Additionally:

1. IDS contractor qualifications and maintenance agreements will comply with the provisions outlined in reference (b), page 8-7 to 8-9, paragraph 0809.k and 0811.
2. The IDS control box/master panel, or any of the separate devices will generate a silent signal under any of the following:
  - a. if any component of the control box/master panel, or any wiring is tampered, shorted, or grounded,
  - b. when the IDS senses a forced entry through the walls of the armory from any direction, or if an unauthorized entry is made,
  - c. if an armory entry/exit is made without a verbal or electronic code to the monitoring agency, or



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- d. if the primary power source fails and the secondary power supply does not properly take over.
3. The control box/master panel, and its key or combination touch pad, will be located inside the armory (reference (b), page 8-5, paragraph 0809.f, applies).
4. Dedicated transmission lines, or other approved medium, will be used to connect the armory IDS to a 24 hour monitoring agency. The monitor will be capable of immediately alerting the reaction force Police/C.O./I-I of an intrusion alarm or IDS breakdown (reference (b), page 8-4, paragraph 0806, applies).
5. Power or circuit wiring will run through an electrical metal tubing (EMT) conduit at any point where the wiring could be exposed to damage or tampering. To the maximum extent possible wiring will be concealed within ceilings, walls, etc.
6. A sealed, self-charging battery will provide standby backup power to the IDS for a minimum of 4 hours and will provide a minimum of 2 hours of power in the alarm mode (reference (b), page 8-6, paragraph 0809.i, applies).
7. A Balanced Magnetic Switch (BMS) will be installed on the vault door interior door frame, or on an authorized additional wall issue port (T/O over 250).
8. Motion detectors must effectively cover all areas within the armory.
9. An electronic or voice access code that authorizes entry.
10. A mobile duress device shall be worn by the armorer while on duty. The key custodian will wear or carry a mobile duress device on his person to all armory openings or closings.
11. A voice duress code that silently alerts the monitor of intrusions. The duress code will be changed at least monthly or whenever compromise is suspected or upon change of responsible personnel. Dates of changes will be recorded and maintained in a log.
12. IDS warning labels will be affixed on the main building entrance and to exterior entrances leading directly to the armory.
13. If the armory based IDS covers any other part of the Reserve center, the armory IDS will be controlled by, and through, the armory sited key/touch pad only.
14. All components of the IDS will be Underwriters Laboratory listed (UL).
15. All sites will maintain technical/operating manuals or written instruction for their IDS.

17003. TYPES OF DETECTORS AND SENSORS.1. Penetration Sensors.

a. Balanced Magnetic Switch (BMS). The BMS is capable of initiating an alarm upon detection of an increase, decrease or attempted substitution of an external magnetic field.

b. Vibration Sensors. When connected through an amplifier/accumulator, it will initiate an alarm signal in response to a structurally-borne vibration (i.e. explosion, hand tools, etc.). The device is mounted on masonry, concrete walls, or wiring support.

c. Break wire. Fabrication screens, grids, open wiring, or grooved stripping in various configurations detect penetrations of openings when the wire is broken.

2. Motion Sensors.

a. Ultrasonic. Consists of one or more transmitters/receiver elements. The sensor is capable of sensing disturbances 18KHz or higher. Movement of human's or small animals will be detected, within a distance of five feet or more, at a rate of 20 to 200 feet per minute.

b. Microwave. The microwave closely parallels the operation of the ultrasonic sensor. A pattern of radio waves is transmitted and reflected back to an antenna. If objects within the range of the radio waves are stationary, the reflected waves return at a constant frequency. Objects that move cause a different frequency wave initiating an alarm.

c. Passive Infra-Red. The detector initiates an alarm when a temperature change occurs within the field of view of the sensing element. A person or small animal, moving at a rate of one foot per second, at a range of at least 30 feet, will send an alert signal.

3. Duress Sensors. Mobile and fixed (stationary) duress sensors are designed to activate a monitoring agency alarm only.

a. Mobile Duress. This device is the primary duress source employed by the armorer during working hours. The sensor produces a frequency when a button is pushed alerting the monitor agency. The mobile device will have an effective transmission range of at least 125 feet to the relay box. Test monthly at different locations and log results. Antenna must be installed if this requirement is not met.

b. Stationary Duress. This equipment supplements the mobile device during emergency periods and will be used when prudence dictates that the mobile device should not be used. Test monthly and log results.

4. Point Sensors. Point sensors are designed to detect changes in capacitance (proximity) energy between one or more energized antennas

and the ground. If an object under surveillance is touched by an exposed or unprotected hand or is approached to within six inches by a conductive mass (size of a human), the capacitance between the antenna and ground will be unbalanced and an alarm will be activated.

5. Batteries. The control box/master panel and sensor device batteries will, during scheduled annual technical maintenance, be examined to ensure adequacy of back-up power.

17004. SYSTEM TESTING. An IDS preventative maintenance test will be made monthly and not involve the reaction force.

1. The mobile and stationary duress devices will be tested monthly and the range of the mobile duress signal annotated. Test from different locations and record results in the log book. A 125' range is acceptable. If the system cannot reach, it may require adjustment. (If a 125' cannot be obtained the system may require the installation of an antenna).
2. The complete IDS system will be tested monthly and will include:
  - a. An authorized CO/I-I representative (ASO) will contact the alarm monitoring agency and request an IDS test.
  - b. The monitoring agency will verify the identity of the person requesting to conduct the test. Specific and previously approved identifying procedures will be conducted.
  - c. Using the Two-Man Rule procedures a Marine will open and enter the protected area without securing the system. At the end of the designated "delay time" the monitor will verify that an alarm signal was received.
  - d. The alarm monitor will acknowledge mode change.
  - e. The IDS system will then be changed to "Access".
  - f. The monitoring agency will verify that the status indicator has changed to the "access" position.
  - g. The representative will close the main door from the inside as if securing the room and change the IDS condition to the "secure" mode.
  - h. The monitor will verify the change.
  - i. After 30 seconds past the delay time, the Marine will move around from each corner to attempt to activate the monitor's alarm.
  - j. The monitor will verify that an alarm was activated.
  - k. The monitor will request the IDS be changed to "access".

1. The alarm monitor will acknowledge a change in the IDS mode.
3. Log test results and conform to format provided in Appendix H and retain for three years.

17005. 24 HOUR ARMED GUARD. Any time the IDS fails to properly function, the above procedures will be repeated. If it continues to malfunction, the alarm company will be notified and will provide prompt maintenance. A 24 hour armed guard will monitor the armory until the IDS is functional, no exceptions!

17006. REACTION FORCE TESTS. Reaction/security force (police) shall react to a designated practice alarm to determine response time on a monthly basis. If local laws or ordinances prevent testing of the reaction force response, or if the security force will not respond, the ASO will obtain a written response from local police and forward the letter to MARFORRES (FAC) after the site ASO has reported same to the monitoring agency and requested alternative testing and follow through with a written response.

1. The site CO/I-I or representative (ASO) shall make liaison with the supporting security agency in order to develop or maintain an effective working relationship. He will also send a message to MARFORRES (FAC) identifying the supporting security agency with a POC and update changes by message.

2. The local police or other law enforcement agencies should be requested to support the site by conducting after hour surveillance of Marine Corps exclusive and Joint Reserve Center properties, and to perform duties as the site's primary reaction force when notified by the IDS monitoring agency (page 18-5, paragraph 18004.3 and 4, of this Manual, applies). Note: If Police will not conduct after hour surveillance, the CO/I-I staff shall conduct after hour checks. No exceptions.

3. Acceptable response time is no more than 10 minutes.

4. Where rapid response would endanger the community the site CO/I-I reaction force will notify the monitoring agency of their receipt of the alarm signal. The acknowledged receipt of the alarm will be annotated in a log.

5. The results of IDS tests, reaction force practice and false or actual break-in alarms will be logged (see appendix H). Retain log for three years.

6. If necessary to substantiate the need to establish a commercial or public reaction force, official visitors from the community and police department may, by appointment, be given an escorted tour of the Reserve Center and permitted to view the interior of the local armory in accordance with chapter 13 of this Manual. The site CO/I-I/ASO shall conduct the tour.

7. A written agreement with the police and monitoring agency shall be maintained by the ASO outlining established conditions for "practice reaction force" responses to alarms, as well as the policy on false alarms.

17007. FALSE/AUTHENTIC ALARMS.

1. The monitoring agency will immediately notify the site CO/I-I reaction force of an alarm condition, to determine if it is a false or authentic alarm.
2. After contacting the site CO/I-I reaction force the monitor will verify the cause for the alarm and document it for the record. If authentic, he will immediately contact the police.
3. If an attempted or successful break-in is identified, the CG, MARFORRES (FAC) will be notified immediately as well as CMC (POS-10).
4. Logs will be maintained by the armorer/weapons custodian indicating the date/time, type of alarm, response time and action taken (note damage estimates if applicable) (See Appendix H) The log will be retained for three years.

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CHAPTER 18

SECURITY FORCE

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CHAPTER 18

SECURITY FORCE

18000. GENERAL. The security force may consist of military, state, county, or city law enforcement personnel designated to respond to an armory assault or other emergency. The public security force consisting of duly elected or official law enforcement officers is in addition to the unaccompanied access/security requirements of the site (reference (b), page 4-1, chapter 4, applies).

18001. SECURITY FORCE MAKEUP. Unaccompanied access/security employment is the responsibility of the site CO/I-I assisted by the Activity Security Officer (ASO). The unaccompanied access/security guard will be employed for weapons security during periods described in chapters 13 and 21 of this Manual.

1. Security forces at Marine Corps exclusive Marine Corps owned, leased, tenant or Joint Service Reserve Centers may be composed of:

- a. Members of the CO/I-I Reserve unit while in the field or traveling with category I through III weapons,
- b. DOD civilian police or guards,
- c. Military Police,
- d. Community Police or sheriffs,
- e. Commercially contracted guards, or
- f. Combinations of the above.

2. Unaccompanied Access Marines who are permanent members of the site security forces will be armed during the conduct of their duties as outlined in paragraph 18003 and appendix C of this Manual. The only exception will be at opening and closing of the vault. The Key Custodian/armorer/weapons custodian will utilize the mobile duress until armed with a 9mm pistol for opening procedures and mobile duress at closing. The armorer/weapons custodian will be armed prior to conducting ammo, lock, key and weapons sight count.

3. Community law enforcement agencies may be used to augment the security forces requirements during weapons transportation or to provide facility control during emergency periods.

4. The ASO shall, as required, provide administrative support to the armorer/weapons custodian in the conduct of his duties. The ASO will assist in organizing available security forces (military and public) to meet the

local requirements (paragraph 4002.4b(2) of this Manual applies).

18002. SECURITY FORCE RESTRICTIONS.

1. Except for Marine personnel, none of the security forces listed in paragraph 18001 above shall have access to the main armory door lock combinations, IDS codes, keys or touch pad combinations. If, in order to conduct their emergency response duties, entry into the armory must be extended to law enforcement officials, an escort will accompany.
2. The use of privately-owned weapons/ammunition by military personnel in the conduct of official duties is not authorized (reference (b), page 9-17, paragraph 0911, and page 12-9, paragraph 1215.a applies).
3. Except as outlined in paragraph 21004, in this Manual, personnel are not authorized to keep government-owned weapons in their private possession.

18003. ARMING THE SECURITY FORCE. Per reference (c), page 2, par. 6a, unaccompanied access/security personnel will be armed during the conduct of their duties. The only exception will be at opening and final closing the of vault. The Key Custodian(s) or armorer/weapons custodian will utilize the mobile duress until armed with a designed weapon for opening procedures and mobile duress at closing. The mobile duress is considered armed.

1. The service rifle will be carried with a fully loaded magazine (20 rounds) inserted with no round in the chamber. The bolt of the weapon will be in the forward position prior to inserting the magazine to preclude inadvertent chambering of a round. At least one extra, fully loaded magazine (20 rounds) will be carried.
2. The 9mm pistol will be carried fully loaded with a round in the chamber (14 rounds in the magazine), the safety engaged, and at least one extra fully loaded magazine (15 rounds).
3. The shotgun will be fully loaded (5 rounds) but with an empty chamber. At least 5 extra rounds will be carried.
4. The above basic requirement will be used by security personnel to provide transportation security of category I through III arms (chapter 21 applies).

18004. SECURITY FORCE MAKEUP. The Activity Security Officer (ASO) shall assist the armorer/weapons custodian in recommending means necessary to ensure the safe/secure handling of weapons during training or transportation. The ASO shall also recommend necessary steps to effectively employ security agencies in these matters.

1. An ongoing liaison with public law enforcement agencies will be maintained.
2. A law enforcement agency (see paragraph 18001) must be available to

receive an IDS monitors 24 hour alert of a duress condition, including false alarms.

3. SURVEILLANCE CHECKS. The monitoring agency, reaction force and/or civilian law enforcement agency will conduct a surveillance of the Reserve property, on an irregular basis, as described below. A 24 hour armed guard will provide security if weapons are stored in an armory that does not have a functional IDS (reference (a), appendix F, and par. 14006 of this Manual).

a. CO/I-I Security personnel shall perform the following:

(1) Conduct an "after-hours" perimeter check along reserve property lines,

(2) Inspect the doors and windows of the buildings enclosing the armory and, if possible,

(3) View the armory main entrance from a secure vantage point.

b. Daily after-hour and week-end/holiday security checks and inspections shall be made at the following frequencies:

(1) Off-Base. The interval shall not exceed 8 hours.

(2) On-Base. The interval between checks shall not exceed 24 hours if the armory is reinforced concrete or similar material, or

(3) Log will be maintained and controlled by the ASO.

(a) Intervals shall not exceed 8 hours if the armory is of a frame construction reinforced with bars, plates, etc.

c. The below information applies only if your site IDS is not functional: Follow the directions in Reference (a), definitions and acronyms page DEF - 2 par. 15, par. 0303. and Appendix F.

C.O./I-I will establish a 24 hour armed guard, and ensure that all sentries have qualified within the past year with the weapon with which they are armed, have received instruction on the use of deadly force and the 11 General Orders prior to posting. Notify MARFORRES (FAC) Security Officer and your host of your actions and ensure that the sentry has a means of communication in order to call for reinforcement. Once the IDS is repaired, tested and working, site C.O./I-I can secure the 24 hour armed guard. In closing notify MARFORRES (FAC) Security Officer that your armory is now functional.

3. REACTION TESTS. Law enforcement agencies are requested to practice reaction response to duress alarms at a minimum of once each month. Reaction force response time must be within 10 minutes or less once notified by the IDS monitoring agency (paragraph 9001 and 17007 of this Manual applies). If law enforcement agencies will not respond, set up a system

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with the monitoring agency and document in IDS logbook. (Appendix H applies).

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## CHAPTER 19

### WEAPONS RACKS AND CONTAINERS

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# PHYSICAL SECURITY OF ARMORIES

## CHAPTER 19

### WEAPONS RACKS AND CONTAINERS

19000. GENERAL. Small arms stored in Reserve Center armories will be secured in standard issue or locally fabricated arms racks. The design of racks and containers is restricted to the type of construction found in the local armory. Criteria is established in this chapter (reference (a), enclosure (1) page 4-2, paragraph 0401.d(1) applies).

#### 19001. PACK STORAGE, SMALL ARMS

<u>Weapon Model</u>	<u>NSN</u>	<u>TAM NO.</u>
1. M12/M-16:	1095-00-407-0674 *3415-01-M00-2299	E1441 II *MFR Local NSN
2. 9MM:	1095-01-M00-2449 1095-01-236-2203	E1250 II
3. M60:	1010-01-M00-2907	E0989 VII
4. SAWS:	1095-01-M00-3532	
5. SMAWS:	N/A.	
6. MK-19s:	8145-01-423-0712	E0994 VII

19002. LOCALLY MANUFACTURED RACKS. Locally made racks will provide a minimum of security strength equivalent to standard issue rifle racks. They will be constructed in a manner which precludes removal of weapons by disassembly. The design and construction material of locally fabricated racks must be reviewed and approved by MARFORRES (FAC) if the designs listed in appendix J are not used.

#### 19003. LOCKS AND CHAINS.

1. Racks and containers will be locked with an approved secondary locking device. A weapons rack or container weighing less than 500 pounds (loaded) must be secured to either the bulkhead or deck by use of bolts and chains (see paragraph 15004).

2. Chains will be secured together by the use of an approved 5200 series secondary locking device. If chain is used the approved type is type 1, grade C, Class 4, NSN 4010-00-149-5583, or NSN 4010-00-171-4427.

19004. LOCALLY MANUFACTURED WEAPONS CONTAINERS. Armories that meet the standard structural requirements of this Manual (chapter 9) may use



locally manufactured weapons containers to store any weapon when the appropriate weapons rack cannot be acquired.

1. Weapons containers will be constructed of a minimum of 26-gauge steel (the thickness of a wall locker) sheets or 9-gauge expanded metal, with 1" angle iron frame or 3/4" thick plywood cabinets.
2. As described in paragraph 19003 and 15006.3., 5200 series secondary locks will be used to secure locally manufactured weapons containers.
3. If appendix J is not used, the design and construction material of all locally fabricated weapons containers must be approved by MARFORRES (FAC).

19005. STANDARD WEAPONS CONTAINERS. GSA approved, or similarly constructed, Class 5 containers will be used in armories that do not meet the structural requirements contained in this Manual. Class 5 containers will be placed within the armory in such a manner as to deny access to heavy equipment (i.e. forklifts or crane). Class 5 illustrations are provided in appendix I. Listed NSN's are:

	<u>NSN</u>	<u>Type</u>	<u>TAM No.</u>
1.	7110-00-068-7736	Storage container	NG0072
2.	7125-01-M00-2210	Storage container	

19006. STANDARD PISTOL CONTAINERS. NSN 1095-00-650-7453 containers and NSN 1095-01-236-2203 9mm Pistol Racks are the preferred methods for storing pistols. Armories that meet the structural requirements contained in this Manual may utilize weapons containers constructed of a minimum of 26 gauge steel (wall locker thickness), 3/4 inch wooden or plywood weapons containers or mounted cabinets.

1. If the armory does not meet the structural standards given in this Manual, only GSA approved 3 combination safes will be used.
2. Weapons containers weighing less than 500 lbs. (loaded) will be secured as described in paragraph 19003.1 of this Manual.
3. Appendix J provides samplings of other approved pistol containers.

19007. OTHER STORAGE. When operational readiness is impeded by storage of arms in armories, arms may be stored in the small craft, vehicle or aircraft to which assigned, or in other configurations within the security philosophy set forth herein (reference (a), enclosure (1) page 4-3, paragraph 0403, applies).

1. Security protection may consist of armed guards at entry/exit points, a roving patrol inside a holding area, or coverage by closed cable television (CCTV) systems.
2. When arms are an integral part of, or permanently mounted, and are not

man-portable or easily removed, then normal security procedures for the small craft, vehicle, or aircraft will be used.

19008. WEAPONS BOLTS STORAGE. Reference (a), enclosure (1) page 4-2, paragraph 0401g lists special conditions in which a Reserve Center's armaments must have their bolts removed from weapons.

1. Armories that meet the standard or hardened structural criteria listed in paragraph 9002 and 9003 of this Manual may maintain the weapon's bolts with the weapon.
2. Armories not in compliance with this Manual must remove and store the weapon's bolts in a separate GSA 3 combination or Class 5 container (Reference (a), enclosure (1) page 4-2, par. 0401g applies).
3. Conditions that may require the removal and separate storage of weapons bolts from a standard or hardened armory or armories not in compliance are:
  - a. Receipt of a threat to the site and/or armory integrity, or
  - b. At the decision of the CO/I-I having direct security responsibility for the facility



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CHAPTER 20

AMMUNITION

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CHAPTER 20

AMMUNITION

20000. GENERAL

1. Ammunition as defined in paragraph 2000.2 of this Manual will be afforded the same security as weapons. Ammunition will be stored separately from weapons regardless of whether a weapon's container holds matching caliber or not.
2. The basic unaccompanied access/security force ammunition requirement is (reference (b), page 12-9, paragraph 1215.a., applies):
  - a. Service Rifle: (M-16) 60 ball rounds,
  - b. Service Pistol: 30 ball rounds for the 9mm,
  - c. Shotgun: 10 rounds of 00 buckshot, or
  - d. Other Weapons: As determined by competent authority.

20001. STORAGE.

1. Ball ammunition will be stored within the Reserve armory for purposes of security, but not more than 200 rounds. Ammunition storage will be inside a locked container (26 gauge steel, wall locker thickness). The container, if less than 500 pounds, will be rendered immobile by attaching it to the deck, bulkhead, or by storing it inside another immobilized container.
2. For structurally standard armories, a lockable 3/4 inch solid or plywood cabinet or container, attached to the deck or bulkhead may be used to store the ammunition box.
3. Ball ammunition in excess of 300 pounds, for training purposes, will not be stored inside the armory unless specifically approved by MARFORRES (G4).

20002. DISPOSAL.

1. Ammunition will not be abandoned, buried, destroyed, fired indiscriminately or otherwise disposed of to circumvent the inconvenience of returning it to a storage site (reference (a), page 6-8, paragraph 0607b applies).
2. An "Amnesty Box" will be used to assist in collecting excess ammunition during drill. The box will be constructed from a ammo can and painted white, with red one inch capital letters "AMNESTY" painted on both sides of the box. The lid of said box will be locked with a secondary lock; a 2 inch hole will be provided on the top of the box to allow the insertion of rounds.

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3. The Amnesty Box will be displayed (deck level) adjacent to the armory door. If any rounds are collected report the quantity to ASO and make Log entry. The ASO will periodically check the Amnesty Box, any rounds will be given to the Ammo Tech, who will log entry. The log will be retained by the Armorer/Weapons Custodian for three years.

CHAPTER 21

WEAPONS TRANSPORTATION

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CHAPTER 21

WEAPONS TRANSPORTATION

21000. GENERAL. Positive and continuous accountability procedures shall be used in the control, transportation, training and ceremonial use of weapons. The capabilities of each category of weapon determines what manner weapons are to be protected during transportation (reference (a), chapter 7 and Table 7-1, (references (c) and (e) apply)).

21001. CATEGORY I THROUGH IV DEFINITIONS. Paragraph 2002, page 2-4 through 2-5 of this Manual, and (reference (e), page 607 and 608, subchapter M, paragraph 179 apply).

1. Category I weapons are non-nuclear missiles and rockets in a ready to fire configuration.
2. Category II weapons are M14s (with selector switches, not demilitarized), M16s and other weapons designed to shoot more than one shot without manually reloading by a single function of a trigger.
3. Category III weapons are missiles and critical components to missile launching capabilities.
4. Category IV weapons (e.g., 9mm, M14s without selector switches, etc.) are designed to fire only a single projectile for each single pull of the trigger.

21002. TRANSPORTATION TO FIELD TRAINING. When transporting off-base or off Reserve property, the unit will provide security commensurate with the required security level for transporting category I through IV weapons to and from the training site.

1. An armed guard who is familiar with "Deadly Force" instructions as found in this Manual will accompany the transportation of all category I through IV weapons whether shipped in bulk or carried individually (i.e. assigned to a Marine).
2. At the training site, the designated armed security will continue to be posted in order to provide weapons security if the site is not on a military installation. Additionally, if the security of weapons is not compromised, the armed security shall participate in the field training.

21003. TRANSPORTATION TO CEREMONIAL EVENTS. During the ceremonial use and transportation of category II weapons (e.g., participating in funeral details, parades, color guards etc.) guard(s), will be armed with a category IV sidearm. All other requirements in paragraph 21002 above apply.

1. A member of the ceremonial detail shall be armed and fully familiar with

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## CHAPTER 22

### LOSS PREVENTION

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Deadly Force instructions as per appendix C of this Manual and will accompany all public usage of category II and III weapons. (reference (c), paragraph 5, 6c, and 6d).

- a. The guard may actively participate in the ceremonial functions or stand separate from the festivities and function solely as a weapons watch and observe weapons usage from a short distance.
- b. Category IV armaments will be the only weapons employed as security arms during ceremonial use of category II or III weapons.
2. Category I arms will not be used during ceremonial events unless authorized by MARFORRES (G4).
3. Category IV weapons require an armed guard and armed security will be provided during transportation or display.

21004. TRANSPORTATION TO COMPETITION. Small arms (category IV) and associated ammunition may be transported individually, with security requirements outlined in this chapter, for marksmanship training in preparation for match competition. Such transportation must first be approved by this command (G4) (reference (a), enclosure (1) page 7-5, paragraph 0707b, applies).

21005. OTHER REQUIREMENTS. Other transportation requirements and appropriate security measures are to be guided by (reference (a), page 7-10 (Table 7-1)). The more stringent measures will be adhered to when guidance is not available.

1. Additional requirements imposed by airlines, shipping firms, etc. will be considered. Direct liaison with local transportation and commercial security authorities will be made by the Reserve unit after consultation with MARFORRES (TMO).
2. State and local authorities will be contacted to identify local requirements not covered in this Manual and in the references.
3. Reference (a), page E-1 to C-1, appendix B and C, lists physical security standards for commercial or military terminals.
4. During periods of Terrorist Threat Conditions, page 2-8, chap 2 paragraph 0212, of reference (b), will be referred to and complied with.
5. SMALL QUANTITIES SHIPMENTS. Reference (a), page 7-4, paragraph 0706, provides guidance to ship weapons quantities of 200 pounds or less (15 or fewer individual weapons per shipment).
6. ORGANIC AND UNIT MOVEMENTS/TRAINING.
  - a. During the shipment of weapons from one station to another, reference (a), page 7-5, paragraph 0707, will be followed.

b. Per reference (a), page 7-5, paragraph 0707, shipments of weapons between one station to another aboard a military installation may be made without accompanying armed guards.

21006. Questions. Issues regarding the shipment of weapons to maintenance facilities will be directed to MARFORRES Strategic Mobility Officer (G4).

a. Comply with procedures for reporting small arms receipt and turn in, when shipping and receiving weapons. Armorers/weapons custodian will reconcile with supply chief and retain copy in armory.

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## CHAPTER 22

### LOSS PREVENTION

22000. LOSS PREVENTION DEFINITION. Loss prevention is part of an overall command security program dealing with resources, measures and tactics devoted to care and protection of property on an installation. It includes identifying and reporting missing, lost, stolen or recovered government property, including documents and computer media, and developing trend analyses to plan and implement reactive and proactive loss prevention measures (Reference (b), chapter 1 paragraph 0101.0 page 1-2, and paragraph 1003, page 1-3 of this order applies).

22001. SECURITY MEASURES. Security and loss prevention measures are actions taken to establish or maintain an adequate physical security and loss prevention posture for a command.

22002. PREVENTION AND PROTECTIVE SECURITY MEASURES. Collectively, security measures create conditions favorable to maintenance of an effective security posture. They are designed to develop habits and attitudes conducive to maintenance of good security practices and the elimination of existing or potential causes of security breaches and violations.

22003. CORRECTIVE SECURITY MEASURES. These measures deal with breaches of security. They correct conditions that might lead to further security breaches and include, but are not limited to:

- a. Identification and/or apprehension of security violators
- b. Investigation, analysis and reporting of losses, and
- c. Disciplinary and/or administrative personnel action.

22004. LOSS PREVENTION. A vigorous loss prevention program is essential at every Naval activity. Losses of property may prevent timely accomplishment of mission requirements and cost millions of dollars annually. Losses must be minimized by application of a comprehensive loss prevention program consisting of loss analysis, proper use of available investigative and police resources, continuing employee loss prevention education, application of firm corrective measures, administrative personnel actions and pursuit of prosecution, and other loss prevention measures where necessary. These topics will be addressed during required meetings of the activity's Physical Security Review Committee or Physical Security Council, as appropriate. At a minimum, loss prevention measures will consist of the following:

1. Loss Analysis. To help identify trends and patterns of losses and gains, all incidents involving reportable property must be included in an ongoing program of analysis. A continuing loss analysis process should consider the types of material lost; geographic location; supply system

Master Stock Inventory Record (MSIR) locations; times and dates; proximity of specific personnel; proximity of doorways, passageways, loading docks and ramps, gates, parking facilities, piers and other activities adjacent to loss or gain locations; material movement paths; material condition codes; and the number and distribution of MSIR locations used for remaining similar property. For activities with extensive losses, accomplishment of the loss analysis process may require application of data processing resources to sort and analyze essential factors. Resulting analyses of loss and gain trends and patterns will be used to balance the allocation of resources available for crime prevention.

2. Investigative and Police Resources. To prevent or reduce opportunities for losses of government property, supply centers, shipyards, shipping and receiving points and ordnance stock points. Navy and Marine Corps activities must establish aggressive loss prevention programs employing available investigative and law enforcement resources. Patrols of pilferable or sensitive property areas should be stressed and a preliminary investigative capability should exist during all working shifts (especially night shifts). Local analysis program data should be used to program security resources to combat losses. Shore activities which are tenants and lack police or investigative resources should include loss prevention support in host tenant agreements or inter-service support agreements.

3. Loss Prevention Equipment. Exterior doors and windows in warehouses, storage buildings, office buildings and other structures which contain high value, sensitive, or pilferable property, supplies, or office equipment will be afforded security protection commensurate with the value and sensitivity of the contents. At a minimum, hinges will either be non-removable or be provided with inside hinge protection preventing locked doors from opening even if hinges are removed, and lock and hasp security systems that meet Military Specification (MILSPEC) standards. Built-in dial type Group One combination locks are acceptable and encouraged.

a. MDL 5200 Series (low security) and (MDL high security) padlocks should be used to add protection for high value, sensitive, and highly pilferable property. Although there is no MILSPEC standard for security hasps and hinges, other than those available for AA&E storage sites, heavy duty security hardware that would provide added security is available commercially.

b. When installing heavy duty hardware, remember that a \$60.00 padlock attached to a .50 cent hasp provides only .50 cents worth of security protection. Additionally, a medium or high security padlock and hasp system realizes its full potential only when it is properly installed on a strong door with appropriate hardware.

c. The Arms Ammunition & Explosives Ashore Physical Security technical manual (1 June 1996) lists sources for identification of specific types of hinges, hasps, locks, security containers and other security equipment.

4. Employee Education. Each employee must be indoctrinated in local procedures for preventing property losses as well as in his/her



## PHYSICAL SECURITY OF ARMORIES

responsibility for the care and protection of government property. This indoctrination shall be included in the employee's initial security education briefing upon employment and annually thereafter. Loss prevention topics shall be included in recurring command information and security publications. This shall be closely coordinated with the security manager, civilian personnel supervisor and the security officer or provost marshal. (Refer to Chapter 9, Part 1)

5. Discipline. Administrative personnel actions or action taken pursuant to the Uniform Code of Military Justice are exclusive of actions for recovering government losses through claims litigation. Additionally, civilian authorities may impose criminal sanctions after analysis of applicable jurisdiction and other legal considerations.

6. Financial Responsibility. Local procedures for issue and control of government property will ensure that strict accountability is established for persons responsible for government property, which is reported as missing, lost or stolen. Recoupment action should be undertaken against an individual in each case where the individual's negligence or noncompliance with procedures, instructions or statutes result in missing, lost or stolen reportable loss of government property. This recoupment action is independent of, and may be taken parallel to, or be exclusive of, any formal disciplinary action, criminal procedure or prosecution arising from the same incident.

7. Claims. Individuals accountable for government property must be held responsible for losses due to the fault or negligence of the accountable person. The activity having missing, lost, stolen and recovered (M-L-S-R) reporting responsibility may generate a claim action to recoup the value of the loss. Specific guidance on local procedures may be obtained from the local legal service office, especially the activity Staff Judge Advocate. The claims collection procedure may result in civil court action independent of any disciplinary action or criminal prosecution which may arise from the same event.

8. Criminal Prosecution. Command examination of the facts may indicate referral to legal authorities for criminal prosecution for violations of law. Criminal prosecution is independent of disciplinary, recoupment or claim action arising from the same incident(s). The security officer or provost marshal, in conjunction with activity legal counsel, is responsible for ensuring that security portions of criminal cases (investigations, evidence, reports, statements, etc.) are prepared properly and in sufficient detail to render them acceptable for prosecution in Federal, State, and local courts. The security officer or provost marshal will also monitor the progress of criminal issues and maintain liaison with the activity legal counsel and the responsible law enforcement or investigative agency to facilitate effective prosecution.



PHYSICAL SECURITY OF ARMORIES

APPENDIX A

DAILY AMMO LOCK KEY AND WEAPONS SIGHT COUNT

1. The armory door was opened by:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Print Rank/ Name/ SSN)

a. The intrusion detection system (IDS) was accessed by:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Print Rank/ Name/ SSN)

b. at \_\_\_\_\_ on \_\_\_\_\_  
(time) (date)

c. Note: The Armorer/weapons custodian can not be the Key Custodian.

2. All sight counts verified as depicted below:

a. Weapons:

1. Opened count:

M14 (DEMIL)	_____	M14 (ACTIVE)	_____	M16A2	_____
M9 (PISTOL)	_____	SAW	_____	SMAW	_____
50 cal	_____	60mm	_____	81mm	_____
M203	_____	other	_____		_____

2. Closed count:

M14 (DEMIL)	_____	M14 (ACTIVE)	_____	M16A2	_____
M9 (PISTOL)	_____	SAW	_____	SMAW	_____
50 cal	_____	60mm	_____	81mm	_____
M203	_____	other	_____		_____

b. Ammo:

1. Opened count:

5.56mm Ball	_____	9mm Ball	_____
00 buckshot	_____	other	_____

2. Closed count:

5.56mm Ball	_____	9mm Ball	_____
00 buckshot	_____	other	_____

PHYSICAL SECURITY OF ARMORIES

APPENDIX A

DAILY AMMO LOCK KEY AND WEAPONS SIGHT COUNT

c. Keys:

1. Opened count:

Keys on hand \_\_\_\_\_ back up keys \_\_\_\_\_

2. Closed count:

Keys on hand \_\_\_\_\_ back up keys \_\_\_\_\_

3. Are all keys to 5200 Series-keyed alike? Yes \_\_\_ No \_\_\_

d. Locks:

1. Opened count:

5200 series locks \_\_\_\_\_ back up locks \_\_\_\_\_

2. Closed count:

5200 series locks \_\_\_\_\_ back up locks \_\_\_\_\_

3. The Intrusion Detection System (IDS) was activated by:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Print Rank/ Name/ SSN)

a. The armory door was closed and locked by:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Print Rank/ Name/ SSN)

b. at \_\_\_\_\_ on \_\_\_\_\_  
(time) (date)

4. Remarks:

5. We certify that on the above date, all the equipment listed in paragraph 2 above was accounted for and is properly stored at the opening and final closing of the armory in accordance with this order.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TITLE)

# PHYSICAL SECURITY OF ARMORIES

## APPENDIX B

### LOADING AND CLEARING INSTRUCTIONS

1. Assume the issued weapon is loaded.

2. Condition Codes:

A WEAPON'S READINESS/SAFETY STATUS IS DESCRIBED BY ONE OF FOUR CONDITIONS. THE STEPS IN THE LOADING AND UNLOADING PROCESS TAKE THE WEAPON THROUGH FOUR SPECIFIC CONDITIONS, WHICH INDICATE THE WEAPON'S READINESS FOR LIVE FIRE.

CONDITION 1. To place a weapon in condition 1, a round must be in position to be fired and the safety must be on.

Condition # 1. Magazine inserted, round in chamber, bolt forward, safety on, ejection port cover closed.

CONDITION 2. To place a weapon in condition 2, a round must be in position to be fired, the weapon's action must be closed, and the hammer must be forward. (This condition only applies to weapons that have external hammers.)

Condition # 2. Not applicable to the M16A2/M9.

CONDITION 3. To place a weapon in condition 3, ammunition is in position to be chambered, the chamber is empty, the action closed, and the safety is on.

Condition # 3. Magazine inserted, chamber empty, bolt forward, safety on and ejection port cover closed.

CONDITION 4. To place a weapon in condition 4, all ammunition is removed, the chamber is empty, the action is closed, and the safety is on.

Condition # 4. Magazine removed, chamber empty, bolt forward, safety on and ejection port cover closed.

### 3. LOADING AND CLEARING INSTRUCTIONS

a. The following loading and clearing procedures for weapons will be adhered to:

1. M16A2 Rifle:

# 1. PHYSICAL SECURITY OF ARMORIES

## APPENDIX B

### LOADING AND CLEARING INSTRUCTIONS

(A) LOADING: Position barrel in a safe direction/clearing barrel. Pull bolt to the rear, visually and physically, check chamber for round. Release the bolt; ensure weapon is on safe and ejection port cover closed. Ensuring the bolt is forward, insert a fully loaded magazine into the rifle. (Condition 3)

(B) CLEARING: Keep the weapon pointed in a safe direction/clearing barrel, push the magazine release button and remove the loaded magazine from the rifle. Pull bolt to the rear to visually and physically inspect the chamber for a round, slide the bolt home. Ensure weapon is on safe and ejection port cover closed. (Condition 4)

#### 2. M9 PISTOL:

(A) LOADING: Pointing the weapon in a safe direction/clearing barrel, with the safety engaged, insert a fully loaded magazine into the pistol. Pull the slide to the rear and chamber a round. Do not take the safety off except when deadly force is required. (Condition 1)

(B) CLEARING: Keep the weapon pointing in a safe direction/clearing barrel, push magazine release button and remove magazine from pistol. Lock slide to the rear. Round in chamber should eject from pistol. Visually and physically inspect the chamber, release the slide forward, holster and pick up ejected round. Weapon should be in Condition 4.

4. The below personnel on the Unaccompanied Access List (UAL) certify by their signature that they have read, understand, and received instruction's on the above and by their signature have read and understand same.

DATE	PRINTED NAME	SIGNATURE

a. I certify as ASO that the above UAL personnel have received instruction's on the above and by their signature have read and understood same.

DATE	PRINTED NAME	SIGNATURE

PHYSICAL SECURITY OF ARMORIES

APPENDIX B

LOADING AND CLEARING INSTRUCTIONS

5. The below personnel on the Accompanied Access List (AAL) must meet the same requirements as stated for UAL.

DATE	PRINTED NAME	SIGNATURE

a. I certify as ASO that the above AAL personnel have received instruction's on the above and by their signature have read and understood same.

DATE	PRINTED NAME	SIGNATURE





# PHYSICAL SECURITY OF ARMORIES

## APPENDIX C

### DEADLY FORCE CERTIFICATION

1. Deadly force is that force that a person uses causing, or that a person knows or should know would create a substantial risk of causing, death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

a. Self Defense and Defense of Others. When deadly force reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves or others to be in imminent danger of death or serious bodily harm.

b. Assets Involving National Security. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of assets vital to national security. DOD assets shall be specifically designated as vital to national security only when loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission.

c. Assets Not Involving National Security But Inherently Dangerous To Others. When deadly force reasonably appears necessary to prevent the actual theft or sabotage of resources, such as operable weapons or ammunitions, that are inherently dangerous to others, i.e., assets that, in the hands of an unauthorized individual present a substantial potential danger of death or serious bodily harm to others.

d. Serious Offenses Against Persons. When deadly force reasonably appears necessary to prevent the commission of a serious offense involving violence and threatening death or serious bodily harm (e.g., murder, armed robbery, and aggravated assault).

e. Arrest or Apprehension. When deadly force reasonably appears necessary to arrest, apprehend, or prevent the escape of a person who, there is probable cause to believe, has committed an offense of the nature specified in subparagraphs 1(b) through (d) above.

f. Escapes. When deadly force has been specifically authorized by the Secretary of the Navy and reasonably, appears to be necessary to prevent the escape of a prisoner, provided law enforcement or security personnel have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm either to security personnel or others.

2. Additional Considerations Involving the Use of Firearms. If in any of the circumstances set forth above, it becomes necessary to use a firearm, the following precautions shall be observed, provided it is possible to do so consistent with the prevention of death or serious bodily harm:

# PHYSICAL SECURITY OF ARMORIES

## APPENDIX C

### DEADLY FORCE CERTIFICATION

a. Warning shots are prohibited.

b. When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

c. Shots shall be fired only with due regard for the safety of innocent bystanders.

d. In the case of holstered weapon, a weapon should not be removed from the holster unless there is reasonable expectation that the weapon may be necessary.

e. Weapons will not be fired from a moving vehicle.

f. Only Government weapons and standard military ammunition officially issued for on-duty use in the performance of law enforcement and security functions may be carried by security force personnel. The use of privately owned weapons and ammunition is prohibited.

g. UAL personnel will receive training in deadly force quarterly.  
h.

<p>I certify by my signature that I have read, understand and will comply with U.S. Marine Corps regulations on the use of deadly force.</p>	<p>I certify that this individual has received quarterly instruction on the use of deadly force, is proficient per MCO 5500.6F and is qualified to be assigned duties which require him to be armed.</p>
--	--

DATE	PRINT NAME/RANK	DATE	PRINT NAME/RANK
SIGNATURE		SIGNATURE	

\*Next quarterly instruction will be taught: \_\_\_\_\_

The initial signed instructions shall be maintained in the unit armory files and retained for three years.

# PHYSICAL SECURITY OF ARMORIES

## APPENDIX D

### WAIVERS AND EXCEPTIONS

1. Blanket Waivers and Exceptions. Blanket waivers and exceptions are not authorized. Specific subject areas must be identified in separate requests and identified with their own waiver/exception numbers (see pages D-2 and D-3).
2. Waiver and Exception cancellation. Waivers and long term exceptions are self-canceling, at the end of the allocated periods, unless renewals are approved. Corrections of a deficiency, covered by a waiver or long term exception, will be reported to this command by the affected activity.
3. Arms, Ammunition and Explosives (AA&E). Waivers, exceptions, and extension requests will be completed per chapter 8 and this appendix.
4. Waiver and Exception Matrix. The type and means of gaining a waiver or exception will be determined by using the following matrix:

#### WAIVER AND EXCEPTION MATRIX

TYPE	DURATION	APPROVING AUTHORITY	COMMENTS
MARFORRES waivers and exceptions	Increments up to 12 Months	Commander, MARFORRES (FAC)	Self canceling. Requirements MARFORRES unique. Specific need must be included in the request.
HQMC Waivers and exceptions	Increments up to 12 Months	HQMC (POS-16) via Commander, MARFORRES (FAC)	Self-Canceling. Requirements established and in the references. Specific need must be included in the request.
Exception	36 Months or longer	HQMC (POS-16) via Commander, MARFORRES (FAC)	Cannot be extended for less than 36 months. Renewals will use the same exception number as originally established.
Exception Permanent	Permanent	HQMC (POS-16) via Commander, MARFORRES (FAC)	Indefinite life span. Notify CMC via MARFORRES (FAC) if deficiency corrected.

# PHYSICAL SECURITY OF ARMORIES

## APPENDIX D

### WAIVERS AND EXCEPTIONS

#### EXCEPTIONS - IDENTIFICATION NUMBER TO BE ASSIGNED

EXCEPTION FORMAT (to be included as an enclosure)

LINE 1 - Exception number.

Example: MO1234-E01-96

Meaning: "M" = Marine Corps activity (Reserve Center)  
"01234" = UIC of the Unit requiring the Exception  
"E" = Exception (waiver see page D-3)  
"01" = 1st exception request for the calendar year  
"96" = 1996 (year of the INITIAL exception requested)

Note: Renewals will use the same exception number as originally established.

LINE 2 - Statement of the exception requirement, citing the reference (page, chapter, and paragraph) in OPNAVINST 5530.13B or 5530.14B, or ForO P5500.1A that cannot be met.

LINE 3 - Specific description of conditions (which caused the need for the exception) and reason's why applicable standards in OPNAVINST 5530.13B, 5530.14B and ForO P5500.1A cannot be met.

LINE 4 - Description of physical location of affected facilities or area. Identify structures individually by building number, if no number is assigned to a building that the Marine Corps owns or leases, call FAC for more information. If at Joint or Tenant location contact the host for a building number.

LINE 5 - Identify, in detail, equivalent security measures which are being applied.

LINE 6 - Describe the impact on mission and any problems which will interfere with safety or operating requirements if the exception is not approved.

LINE 7 - Provide appropriate points of contact to include name, rank/grade, DSN and commercial phone numbers to include host, etc.

# PHYSICAL SECURITY OF ARMORIES

## APPENDIX D

### WAIVERS AND EXCEPTIONS

#### WAIVERS - IDENTIFICATION NUMBER TO BE ASSIGNED

WAIVER FORMAT (to be included as an enclosure)

LINE 1 - Waiver Number assigned.

Example: MO1234-WOI-96

Meaning: "M" = Marine Corps activity  
"01234" = UIC of the Unit requiring the Waiver  
"W" = Waiver (exception see page D-2)  
"01" = 1st waiver request for the calendar year  
"96" = 1996 (year of the initial waiver requested)

Note: (waivers are self canceling).

LINE 2 - Statement of waiver requirement, citing the reference (page, chapter, and paragraph) in OPNAVINST 5530.13B, 5530.14B and ForO P5500.1A that cannot be met.

LINE 3 - Specific description of conditions (which caused the need for the waiver) and reason's why applicable standards in this manual cannot be met.

LINE 4 - Description of physical location of affected facilities or area. Identify structures individually by building number, if no number is assigned to a building that the Marine Corps owns or leases, call FAC for more information. If at Joint or Tenant location contact the host for a building number.

LINE 5 - Identify interim mandatory compensatory measures in effect or planned.

LINE 6 - Describe the impact on mission and any problems which will interfere with safety or operating requirements if the waiver is not approved.

LINE 7 - Identify resources, including estimated cost, to eliminate the waiver.

LINE 8 - Identify actions initiated or planned to eliminate the waiver and estimated time to complete.

LINE 9 - Provide appropriate points of contact to include name, rank/grade, DSN and commercial phone numbers to include host, etc.



PHYSICAL SECURITY OF ARMORIES

## APPENDIX E

ARMORY SIGN-IN LOG (EXAMPLE)

[illegible]

Note: 1. Logbooks will be set up as shown above. No exceptions.

2. Armor/weapons custodians will, as part of their procedures, prior to entry into armory, ask all cleared personnel, "Do you have a weapon or any contraband on you?" If yes, it must be turned over to the armorer/weapons custodian prior to entry and will be returned after exit, no exceptions.





PHYSICAL SECURITY OF ARMORIES

APPENDIX F

ARMORY ACCESS LETTER

NOTE: USE UNIT LETTERHEAD PAPER

From: Site CO/I-I  
To: Armory Files

Subj.: ARMORY ACCESS LIST

Ref: (a) OPNAVINST 5530.14B  
(b) ForO P5500.1A

1. Per the references, the following unaccompanied access list (UAL) personnel are assigned an element of armory entry: (Note: Cannot exceed 4 without FAC approval)

RANK	NAME (PRINT)	SSN	BILLET

2. The following accompanied access list (AAL) personnel are assigned an element of armory entry: (only include those with armory entry, cannot exceed 4 without FAC approval).

RANK	NAME (PRINT)	SSN	BILLET

SIGNATURE

- Note:
1. At least two (on each list) Marines must be active duty.
  2. Accompanied access personnel with an entry element must meet same conditions as UAL.
  3. No one will be assigned to UAL/AAL until they have been instructed in Deadly Force policy, safe handling and loading procedures and approved by CO/I-I.

Copy to: MFR (FAC)  
ASO



PHYSICAL SECURITY OF ARMORIES

APPENDIX G

LOCK AND KEY CONTROL

NOTE: USE UNIT LETTERHEAD PAPER

5500  
WSA  
DATE

From: Unit Commander/CO/OIC/I+I  
To: Commanding General, Marine Forces Reserve (FAC), 4400 Dauphine  
Street, New Orleans, LA 70146-5400

Subj.: APPROVAL OF LOCK AND KEY CONTROL PROCEDURES, REQUEST FOR

Ref: (a) ForO P5500.1A

1. Per the reference, the following lock, combination, and key control procedures are submitted for approval.
  - a. Indicate that the armory vault door and/or IDS combinations are accessible only to those personnel who must have access to them and are part of the site's Two-Man Rule procedures.
  - b. Indicate that armory related keys are stored separately from other facility keys and that they are accessible only to those individuals who are specifically required to have access to the armory.
  - c. If keys are stored at a local police stations, with a military officer of the day, or with the IDS monitoring agency, indicate that the keys are secured in a double lock portable container constructed of at least 26 gauge steel. The keys to the portable container will be maintained by the assigned key custodian's of the armory. Provide a point of contact to the local police station if they store your keys.
  - d. If the keys are stored in a structurally hardened armory they will be stored in an approved key box or GSA safe. If keys are to be stored in the training center and not in a hardened armory, indicate that they will be stored in a GSA approved safe, 3 combination, which is tied into the IDS.
  - e. Indicate that the Commanding Officer/Inspector-Instructor has appointed a Key Custodian and that the Key Custodian ensures the proper handling of combinations, locks, and keys and ensures that control procedures are followed.
  - f. Indicate that a key control log is maintained which includes:

# PHYSICAL SECURITY OF ARMORIES

## APPENDIX G

### LOCK AND KEY CONTROL

- 1) Signature of key recipient.
- 2) Date/hour keys are issued and returned.
- 3) Number of armory and type of keys issued.
- 4) Rank/signature of the party issuing and receiving the keys.

g. Without identifying participating members, indicate how the Two-Man Rule is utilized during the opening and closing of the armory. Note: Key custodian/weapon custodian will carry the mobile duress to the opening and during departure and closing of the armory. This action is the same as being armed in case of a potential breach.

h. Indicate that a daily Two-Man Rule weapons, ammo, lock, and key sight count is conducted and recorded each time custody of the armory keys are exchanged.

2. Identify armory security points of contact and phone numbers (both DSN and Commercial numbers).

---

SIGNATURE  
(CO/I-I)

Copy to: ASO

# PHYSICAL SECURITY OF ARMORIES

## APPENDIX G

### LOCK AND KEY CONTROL

#### 1. ARMORY MAIN DOOR

Combination: \_\_\_\_\_ YES/ \_\_\_\_\_ NO/ \_\_\_\_\_ NA  
 Primary Key: \_\_\_\_\_ YES/ \_\_\_\_\_ NO/ \_\_\_\_\_ NA (High security lock)  
 Duplicate Key: \_\_\_\_\_ YES/ \_\_\_\_\_ NO/ \_\_\_\_\_ NA (High security lock)

#### 2. INTRUSION DETECTION PAD/KEY

Key Pad: \_\_\_\_\_ YES/ \_\_\_\_\_ NO/ \_\_\_\_\_ NA  
 Primary Key: \_\_\_\_\_ YES/ \_\_\_\_\_ NO/ \_\_\_\_\_ NA  
 Duplicate Key: \_\_\_\_\_ YES/ \_\_\_\_\_ NO/ \_\_\_\_\_ NA

#### 3. WEAPONS RACK KEYS

	RACK/CONTAINER	PRIMARY KEY	DUPLICATE KEY	COMMENTS
1				
2				
3				
4				
5				
6				
7				
8				

#### 4. DATE/TIME ISSUED

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 (TWO-MAN WITNESSED)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 (PRINT RANK/NAME/SIGN)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 (PRINT RANK/NAME/SIGN)

#### DATE/TIME RETURNED

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 (TWO-MAN WITNESSED)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 (PRINT RANK/NAME/SIGN)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 (PRINT RANK/NAME/SIGN)

a. (\*If duplicate keys are stored in a separate container/ location, identify where/type of container.) If keys are stored outside vault (WSA) and within training center, the container will be stored in GSA approved safe 3 combination and tied into the IDS, no exceptions.

b. If weapons racks/containers are keyed alike - put in comments column.

(ARMORY KEY ISSUE AND RETRIEVAL LOG/INTERNAL TO ARMORY ONLY)



PHYSICAL SECURITY OF ARMORIES

APPENDIX H

INTRUSION DETECTION SYSTEM LOG REACTION FORCE

DATE	TIME	TYPE ALARM	RESPONSE TIME	SIGNATURE	ACTION TAKEN

Note:

a. Practice response is controlled and approved or disapproved by local laws. Conduct liaison to establish mutually agreeable arrangements with local monitoring/police agencies, and record results. Response time must be within 10 minutes.

b. Conduct monthly test and record results.

1. Type of alarms:

A. Reaction Force practice test/false alarm/actual break-in.

C. ForC P3500.1, par. 4004.7, retain for 1 year.





# PHYSICAL SECURITY OF ARMORIES

## APPENDIX I

### PADLOCKS AND LOCKING SYSTEMS TECHNICAL DATA

THERE ARE SEVERAL MODELS OF PADLOCKS AND LOCKING SYSTEMS AUTHORIZED FOR USE BY THE NAVY. THE FOLLOWING MODELS ARE SUPPLIED BY NSWC CRANE, CODE 7096.

#### SHIPBOARD MODEL 1381 STYLE I-DUAL CONTROL HIGH SECURITY

PADLOCKS. THE MODEL 1381-STYLE I DUAL CONTROL PADLOCK IS AUTHORIZED FOR HIGH-SECURITY USE AND PROVIDES DUAL ACCESS CONTROL IN A SINGLE LOCK AND OPERATIONAL FLEXIBILITY FOR IMPLEMENTING TWO PERSON CONTROL. THE VERSATILE DUAL CONTROL HAS POTENTIAL APPLICATION FOR RISK CATEGORY I THROUGH IV ARMS, AMMUNITION AND EXPLOSIVES (AA&E) AND CRITICAL UTILITIES. THIS MODEL CAN BE USED AS NEEDED WHERE DUAL ACCESS CONTROL AND INCREASED SECURITY IS REQUIRED ABOARD SHIP.

#### ASHORE MODEL 1381 STYLE III-DUAL CONTROL HIGH SECURITY

PADLOCK. THE MODEL 1381-STYLE III DUAL CONTROL PADLOCK IS AUTHORIZED FOR HIGH-SECURITY USE AND PROVIDES DUAL ACCESS CONTROL IN A SINGLE LOCK AND OPERATIONAL FLEXIBILITY FOR IMPLEMENTING TWO PERSON CONTROL. THE VERSATILE DUAL CONTROL PADLOCK HAS POTENTIAL APPLICATION FOR RISK CATEGORY I THROUGH IV AA&E AND CRITICAL UTILITIES AND CAN BE USED AS NEEDED WHERE DUAL ACCESS IS REQUIRED AT SHORE FACILITIES.

THE DUAL CONTROL PADLOCK CONSISTS OF A LOCK BODY THAT HOUSES TWO INDEPENDENTLY KEYED HIGH SECURITY LOCK CYLINDERS, TOW LOCKING

BARS, A TOP PLATE, AND SHACKLE DESIGNED TO INTERFACE WITH A HIGH-SECURITY HASP. THE LOCK BODY IS 304L STAINLESS STEEL AND IS DESIGNED TO PROTECT THE LOCK CYLINDERS AND OTHER COMPONENTS.

MODEL 831B- HIGH SECURITY PADLOCK. THIS PADLOCK IS NO LONGER ISSUED FOR AA&E APPLICATIONS. THIS LOCK IS BEING REPLACED BY THE MODEL 833 HIGH SECURITY PADLOCK. WHEN MODEL 831B PADLOCKS ARE REMOVED BECAUSE OF FAILURE OR REPAIR, REPLACE EACH WITH 833 HIGH SECURITY PADLOCK.

MODEL 5200-LOW SECURITY PADLOCKS. THESE LOW SECURITY PADLOCKS ARE KEYED DIFFERENTLY AND ARE AVAILABLE THROUGH THE SUPPLY SYSTEM. HOWEVER, IF A MASTER OR KEYED ALIKE SYSTEM IS REQUIRED IT CAN NOT BE ORDERED FROM NSWC CRANE, CODE 7096, EXCEPT FOR PREVIOUS ISSUED SYSTEMS. CRANE WILL ASSIST WITH ADDITIONAL KEYS AND LOCKS. (SEE PAGE I-5 FOR NSN'S OF MDL 5200 SERIES PADLOCKS.

MODEL TUFLOC (REGISTERED TRADEMARK) 60 SERIES-HIGH SECURITY PADLOCKS. THE PADLOCK IS A UNIQUE STAINLESS STEEL LOW PROFILE LOCKING DEVICE THAT PROVIDES A HIGH LEVEL OF SECURITY. THEIR DESIGN ALLOWS VERSATILE MOUNTING AND IS SUITABLE FOR A VARIETY OF APPLICATIONS. THIS LOCK PROVIDES RESISTANCE TO FORCE AND SURREPTITIOUS ENTRANCE.

# PHYSICAL SECURITY OF ARMORIES

## APPENDIX I

### PADLOCKS AND LOCKING SYSTEMS TECHNICAL DATA (Continued)

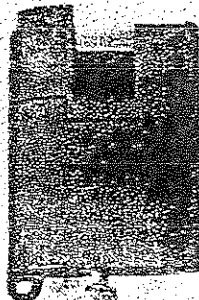
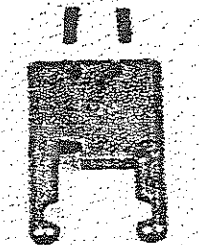
<p>PADLOCKS DEPENDING ON APPLICATION.</p> <p><u>MODEL 826A-SPECIAL APPLICATION PADLOCK.</u> THIS SPECIAL APPLICATION PADLOCK HAS A 3/8" DIAMETER SHACKLE AND IS PRIMARILY USED IN SECURING SHIPBOARD REDUCTION GEAR COVERS.</p> <p><u>MODEL 826 C/D- MEDIUM SECURITY PADLOCK.</u> THIS PADLOCK UTILIZES A 1/2" DIAMETER SHACKLE AND IS USED PRIMARILY ON GATES AND FENCES AT ASHORE FACILITIES.</p> <p><u>MODEL 833-HIGH SECURITY PADLOCK.</u> THIS IS THE MOST RECENT EVOLUTION OF THE HIGH SECURITY PADLOCK AND IS THE APPROVED MODEL FOR HIGH SECURITY APPLICATIONS. THIS PADLOCK CAN BE USED BOTH ASHORE AND ABOARD SHIP WITH SHACKLE MODIFICATION.</p> <p>MAINTENANCE/REPAIR SERVICES FOR ALL LISTED PADLOCKS CAN BE REQUESTED BY MESSAGE OR LETTER. THIS REQUEST MUST BE SIGNED BY THE COMMANDING OFFICER, OR BY SOMEONE WITH "BY DIRECTION" AUTHORITY OF THE COMMANDING OFFICER. WHEN REQUESTING PADLOCK FOR SHIPBOARD USE, USERS MUST STATE THE TYPE OF HASP THAT THE LOCK WILL BE USED ON.</p> <p>THE PROCEDURES TO FOLLOW WHEN TURNING IN MATERIAL THAT IS NO LONGER REQUIRED ARE:</p>	<p>(1) PROVIDE A WRITTEN DOCUMENT THAT MATERIAL IS BEING TURNED IN AND IS NO LONGER NEEDED BY UNIT. ALWAYS GIVE THE POINT OF CONTACT AND TELEPHONE NUMBER.</p> <p>(2) ATTACH ASSOCIATED KEYS TO THE LOCK/CYLINDER.</p> <p>(3) PACKAGE AND SHIP TO:</p> <p>COMMANDER NAVSURFWARCENDIV CODE 7095, BLDG 8 300 HIGHWAY 361 CRANE, IN 47522-5001</p> <p>FOR TECHNICAL ASSISTANCE OR CUSTOMER SUPPORT CONTACT NSWC CRANE AT 812-854-1354/3351/5602 OR DSN 482-XXXX.</p> <p><u>ADDITIONAL INFORMATION:</u></p> <p>DUE TO RECENT CHANGES IN THE DOD LOCK PROGRAM, THE BELOW APPLIES TO MARINES:</p> <ol style="list-style-type: none"> <li>1. PREVIOUS LOCKS, OR KEYED ALIKE LOCKS, ISSUED BY CRANE (CODE 7096) CAN HAVE ADDITIONAL KEYS MAKE OR LOCKS ADDED TO SETS (CALL PHONE NUMBERS ABOVE).</li> <li>2. ALL NEW LOCKS, OR KEYED ALIKE SETS, WILL BE ORDERED THROUGH DEFENSE INDUSTRIAL SUPPLY CENTER (DISC) AT PHILADELPHIA, PA. POC IS AVAILABLE AT DSN 442-5605 OR COML (215) 697-5605.</li> </ol>
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# PHYSICAL SECURITY OF ARMORIES

## APPENDIX I

### PADLOCKS AND LOCKING SYSTEMS TECHNICAL DATA (Continued)

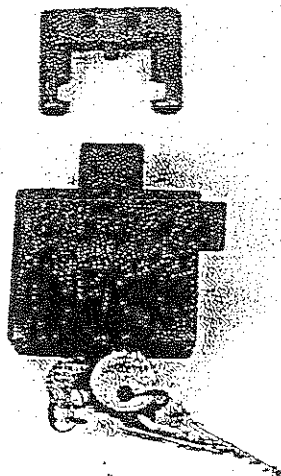
100  
90  
80  
70  
60  
50  
40  
30  
20  
10  
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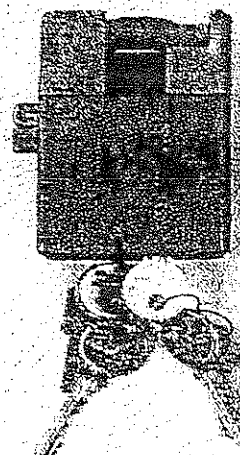
MDL 833 HIGH SECURITY  
PADLOCK PREPPED FOR  
SHIPBOARD USE WITH  
1300 SERIES HASP



MDL 5200 LOW SECURITY  
PADLOCK



MDL 1381 STYLE I  
DUAL CONTROL PADLOCK  
PREPPED FOR SHIPBOARD  
USE WITH 1300 SERIES HASP



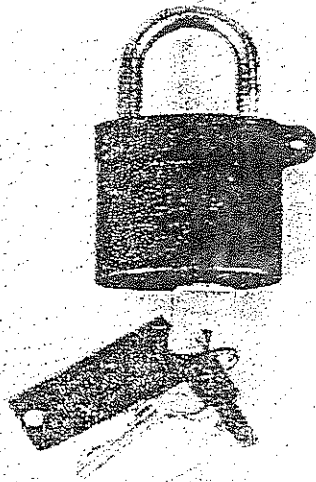
MDL 1381 STYLE III  
DUAL CONTROL PADLOCK

Examples

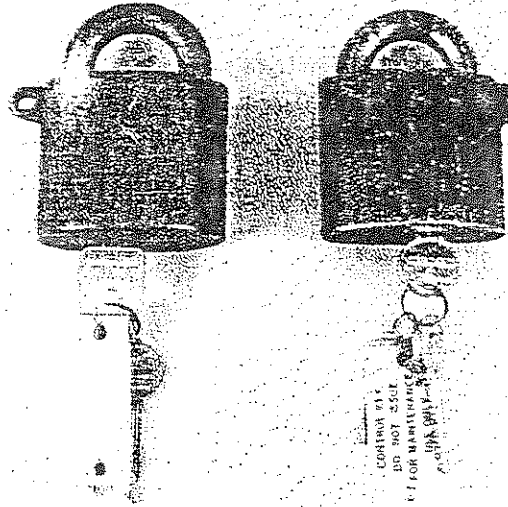
# PHYSICAL SECURITY OF ARMORIES

## APPENDIX I

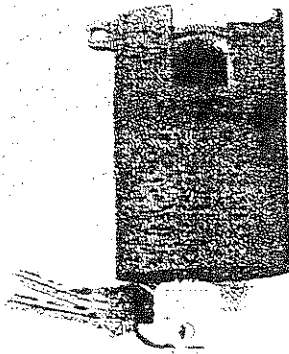
### PADLOCKS AND LOCKING SYSTEMS TECHNICAL DATA (Continued)



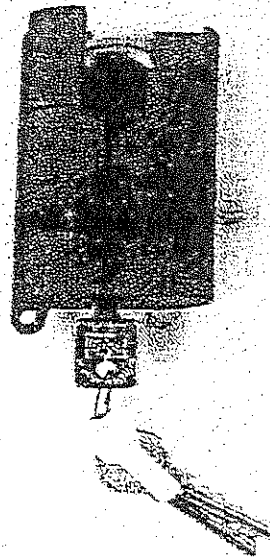
MDL 826A PADLOCK  
(PRIMARY USE: SECURING  
SHIPBOARD REDUCTION GEAR)



MDL 826 C & D MEDIUM  
SECURITY PADLOCK



MDL 831B HIGH SECURITY  
PADLOCK



MDL 833 HIGH SECURITY  
PADLOCK

Examples

PHYSICAL SECURITY OF ARMORIES

APPENDIX I

PADLOCKS AND LOCKING SYSTEMS TECHNICAL DATA (Continued)

A- MDL 5200 Low Security padlock w/3" shackle

1. NSN - 5340-01-408-8434 - each
2. NSN - 5340-01-437-0630 - set of 10 keyed alike.

E- MDL 5200 Low Security padlock w/standard shackle

1. NSN - 5340-00-158-3805 - each
2. NSN - 5340-01-408-8452 - set of 10 keyed alike.
3. NSN - 5340-01-437-0625 - set of 16 keyed alike.
4. NSN - 5340-01-437-0627 - set of 24 keyed alike.

C- MDL 833 High Security padlock

1. NSN - 5340-01-217-5068

Note: The MDL 833 replaces the MDL 831B (See Page I-1).



# PHYSICAL SECURITY OF ARMORIES

## APPENDIX J

### WEAPONS STORAGE CONTAINER TECHNICAL DATA

GSA APPROVED CLASS 5 WEAPONS STORAGE UNITS ARE DESIGNED FOR THE SECURE STORAGE OF RIFLES, PISTOLS OR MOST CALIBER'S, RIOT SHOTGUNS AND SHOULDER FIRED AUTOMATIC WEAPONS. THE STANDARD CONFIGURATION FOR STORAGE OF WEAPON IS SEVEN DRAWERS. THIS PROVIDES SUFFICIENT VERTICAL HEIGHT FOR MOST WEAPONS TO BE STORED WITHIN THE DRAWER. THERE IS A NINE DRAWER CABINET NOW AVAILABLE. THE ONLY DIFFERENCE IS THE NUMBER OF WEAPONS YOU CAN STORE IN THE EXTRA TWO DRAWERS (AN EXTRA 72 WEAPONS).

THE HEAVY DUTY CONSTRUCTION OF THE SHALLOW WEAPONS DRAWER IS DESIGNED TO CARRY IN EXCESS OF 125 POUNDS. THE FULL DEPTH SUSPENSION ALLOWS THE DRAWER TO BE FULLY EXTENDED TO CLEAT THE DRAWER ABOVE, PROVIDING EASY ACCESS TO THE WEAPONS. THERE ARE A NUMBER OF STANDARD INSERT'S WHICH MAY BE USED. THE CABINET EMPTY WEIGHT IS 1020 POUNDS.

THE CLASS 5 WEAPONS STORAGE CONTAINER AFFORDS PROTECTION FOR:

-30 MAN-MINUTES AGAINST COVERT ENTRY

-10 MAN-MINUTES AGAINST FORCED ENTRY

-10 MAN HOURS AGAINST SURREPTITIOUS ENTRY

THE INSERTS AVAILABLE ARE:

#### A. PISTOL RACK INSERTS (489-120)

IT HOLDS 36 PISTOLS PER DRAWER OR 252 PISTOLS IN A STANDARD SEVEN-DRAWER CONFIGURATION. THE RACK INSERT CAN HOUSE 30 BERETTAS PER DRAWER WITH THE TOTAL STORAGE CAPACITY OF 214.

#### B. CENTER DIVIDER INSERT (489-121)

THE CENTER DIVIDER INSERT WILL DIVIDE THE DRAWER IN HALF TO PERMIT STORAGE OF FOUR M16 RIFLES OR M79 GRENADE LAUNCHERS PER DRAWER.

#### C. QUARTER DIVIDER INSERT (489-122)

THE QUARTER DIVIDER INSERT IS USED TO DIVIDE THE SHALLOW WEAPONS DRAWER INTO FOUR COMPARTMENTS FOR THE STORAGE OF M14 RIFLES.

#### D. DRAWER LINER INSERT (489-123)

THE DRAWER LINER INSERT IS A VINYL LINER DESIGNED TO PROTECT THE WEAPONS FROM SCUFFING AND SCARRING WHILE BEING INSERTED OR REMOVED.

#### E. UNIVERSAL CART (489-124)

THE UNIVERSAL PULL OUT CART IS DESIGNED TO HOLD 32 SHOULDER FIRED WEAPONS (M14, M16, 870 RIOT SHOTGUNS, MARKSMANSHIP RIFLES). TWO FULL DEPTH DRAWERS EQUIPPED WITH HASPS FOR STORAGE ARE FACTORY INSTALLED WHEN ORDERING THE CONTAINER EQUIPPED WITH THE UNIVERSAL PULL OUT CART.

#### F. STATE DEPARTMENT CONFIGURATION

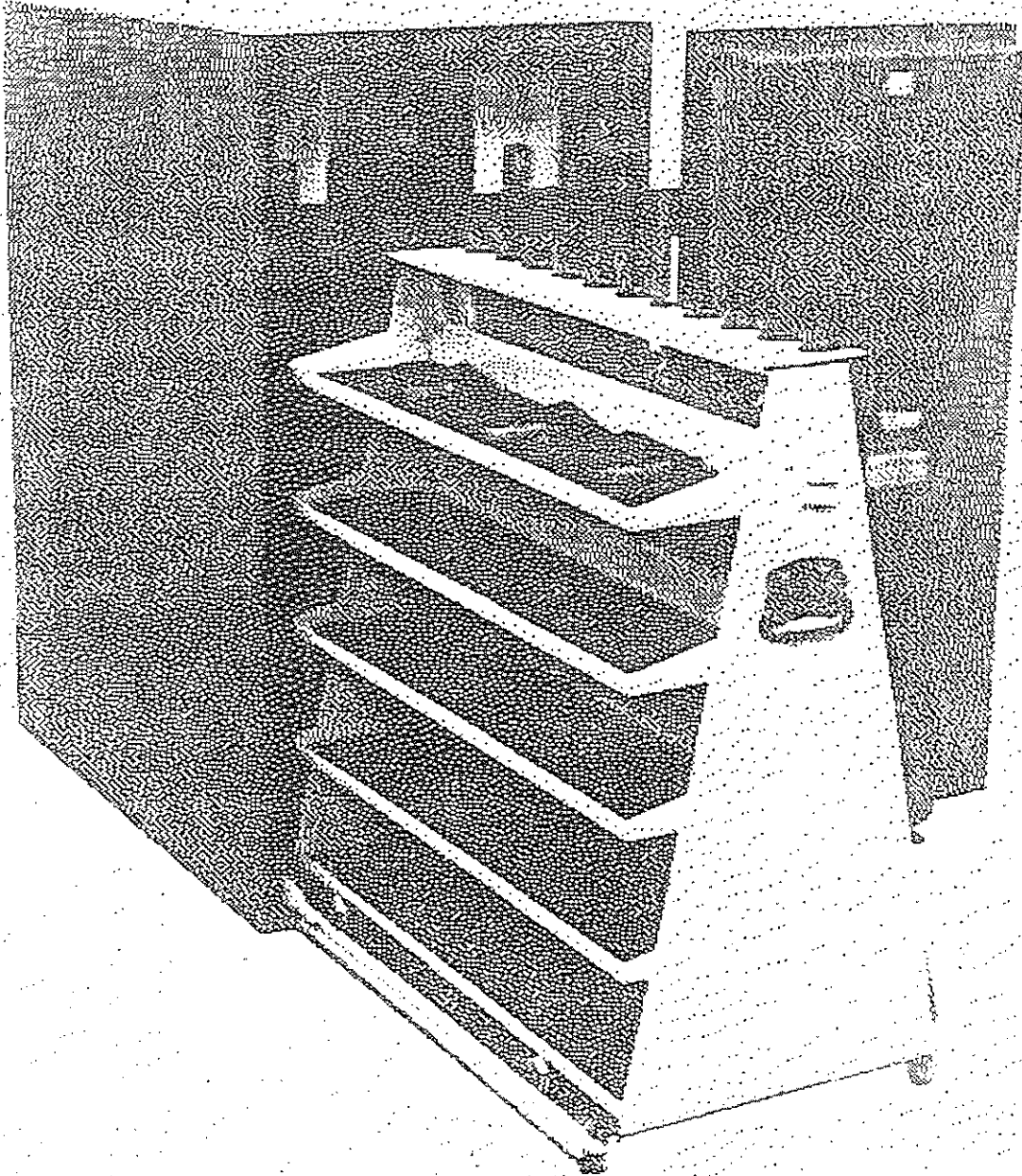
THIS CONFIGURATION IS SIMILAR TO THAT OF THE UNIVERSAL PULL OUT CART WITH THE EXCEPTION THAT YOU CAN STORE BOTH SHOULDER FIRED WEAPONS AND APPROXIMATELY 25 PISTOLS. ONE SIDE HAS SHELVES FOR THE PISTOLS AND THE OTHER A RACK FOR THE WEAPONS.

FOR TECHNICAL ASSISTANCE OR CUSTOMER SUPPORT CONTACT NSWC CRANE AT (912) 854-5600/5763/5604/5860 OR DSN 482-XXXX.

# PHYSICAL SECURITY OF ARMORIES

## APPENDIX J

### WEAPONS STORAGE CONTAINER TECHNICAL DATA (Continued)



State Department

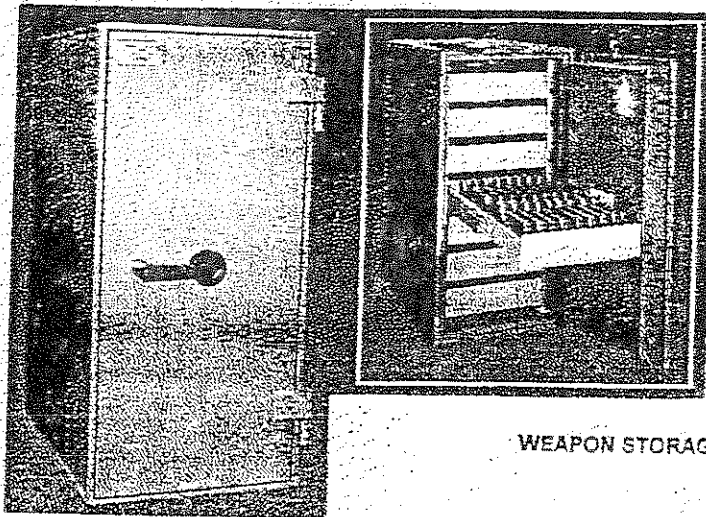
Example



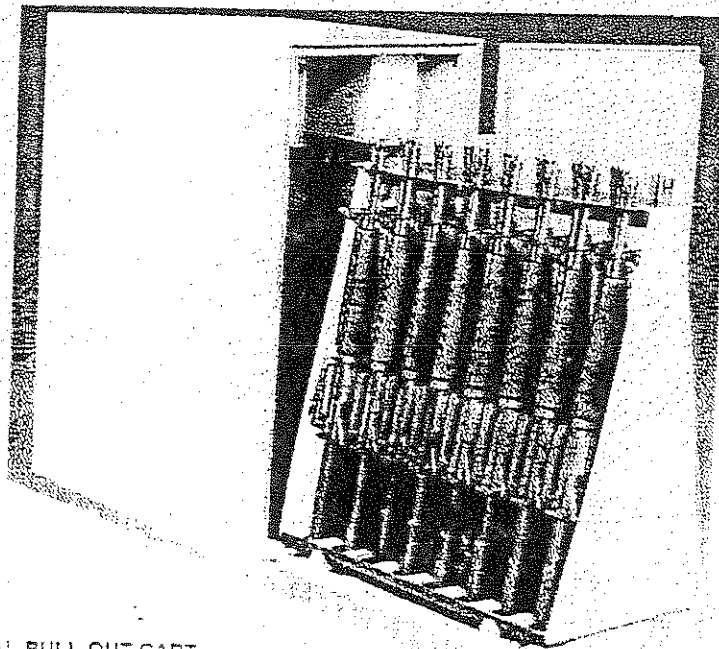
# PHYSICAL SECURITY OF ARMORIES

## APPENDIX J

### WEAPONS STORAGE CONTAINER TECHNICAL DATA (Continued)



WEAPON STORAGE CONTAINER

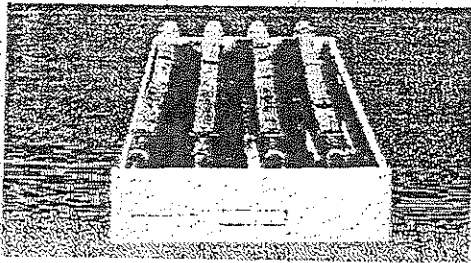


UNIVERSAL PULL-OUT CART

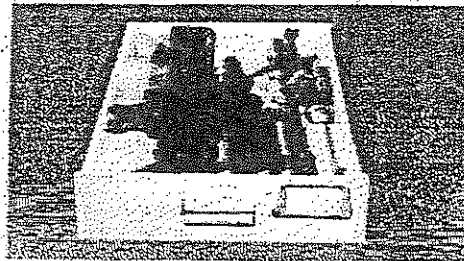
Examples

APPENDIX J

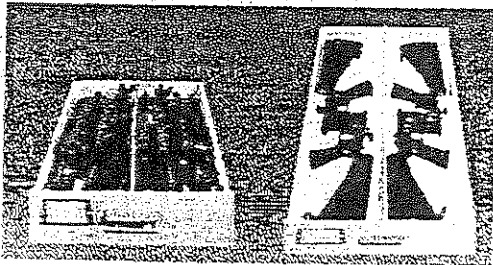
WEAPONS STORAGE CONTAINER TECHNICAL DATA (Continued)



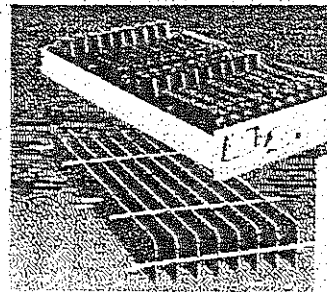
QUARTER DIVIDER INSERT  
For M-14 Rifle Storage



DRAWER LINER INSERT  
For M-60 Machine Gun Storage



CENTER DIVIDER INSERT  
For M-16 Rifles and M-79 Launcher Storage



PISTOL RACK INSERT

Examples

PHYSICAL SECURITY OF ARMORIES

APPENDIX J

WEAPONS STORAGE CONTAINER TECHNICAL DATA (Continued)

THE MULTI-RACK IS A NEW, LOW SECURITY SMALL ARMS STORAGE RACK CURRENTLY UNDERGOING PROTOTYPE EVALUATION AT NSWC CRANE. THE RACK IS DESIGNED WITH INTERCHANGEABLE BUTT CUPS AND BARREL CLIPS TO ALLOW A WIDE VARIETY OF WEAPONS TO BE STOWED IN ONE RACK. A PARTIAL LIST OF THE WEAPONS THAT CAN BE STOWED IN THE CURRENT CONFIGURATION ARE:

M-16 RIFLE  
M-14 RIFLE  
12 GAUGE SHOTGUN  
M-60 MACHINE GUN  
M-79 GRENADE LAUNCHER  
MK-19 MOD 3 GRENADE LAUNCHER  
.50 CALIBER MACHINE GUN  
(BARREL REMOVED)  
SAW

THE MULTI-RACK ALLOWS STORAGE OF MANY DIFFERENT TYPES OF WEAPONS

WITHOUT CONCERN ABOUT REMOVAL OF THE WEAPON BY BREAKING IT DOWN AND SLIDING IT UNDER A LOCKING BAR OR CHAIN. AS NEW WEAPONS ARE PUT INTO THE SERVICE, THE CONFIGURATION OF THE RACK CAN BE CHANGED TO ACCOMMODATE THEM, ELIMINATING THE NEED TO PROCURE NEW RACKS.

THE PROTOTYPE IS A RACK TO STORE TEN RIFLES. THE EXISTING ARMS RACKS LACK FLEXIBILITY IN BOTH TYPE AND QUANTITY OF WEAPONS THAT THEY STORE. THE MULTI-RACK ENHANCES SECURITY AND ALLOWS FLEXIBILITY TO ACCOMMODATE CHANGING MISSION REQUIREMENTS.

FOR TECHNICAL ASSISTANCE OR CUSTOMER SUPPORT CONTACT NSWC CRANE AT (812) 854-5600/5860/5768 /5604 OR DSN 482-XXXX.



# PHYSICAL SECURITY OF ARMORIES

## APPENDIX K

### SIGNS TECHNICAL DATA

RESTRICTED AREA AND PERIMETER  
BARRIER AREA SIGNS ARE REQUIRED FOR  
COMPLIANCE WITH OPNAVINST 5530.14B.

RESTRICTED AREA SIGNS WHICH ARE  
POSTED AT REGULARLY USED EXTERNAL  
POINTS OF INGRESS MEASURE  
APPROXIMATELY 3 FEET BY 3 FEET WITH  
PROPORTIONATE LETTERING READING AS  
FOLLOWS:

=====

WARNING  
RESTRICTED AREA  
KEEP OUT

-----

AUTHORIZED  
PERSONNEL ONLY

AUTHORIZED ENTRY INTO THIS  
RESTRICTED AREA CONSTITUTES CONSENT  
TO SEARCH OF PERSONNEL AND THE  
PROPERTY UNDER THEIR CONTROL.  
INTERNAL SECURITY ACT OF 1950  
SECTION 21:50 U.S.C. 797(1976)

=====

THE SIGNS ARE PRINTED ON A WHITE  
BACKGROUND WITH ALL WORDS EXCEPT  
"WARNING". PRINTED IN BLACK. THE WORD  
"WARNING IS RED.

THE SIGNS FOR THE PERIMETER OF  
RESTRICTED AREA MEASURE APPROXIMATELY  
12 INCHES BY 18 INCHES AND READ:

=====

WARNING  
RESTRICTED AREA  
KEEP OUT

-----

AUTHORIZED  
PERSONNEL ONLY

=====

WHEN A LANGUAGE OTHER THAN  
ENGLISH IS PREVALENT, RESTRICTED AREA  
SIGNS ARE POSTED IN BOTH LANGUAGES.

THESE SIGNS CAN READILY BE  
OBTAINED IN ENGLISH, ENGLISH/SPANISH,  
ENGLISH/JAPANESE, AND OTHER LANGUAGES  
AS DEEMED NECESSARY BY THE REQUESTING  
ACTIVITY.

NSWC CRANE IS THE SUPPLIER OF  
SIGNS. UNITS CAN OBTAIN THE SIGNS BY  
SENDING A REQUEST TO CODE 7095. UNIT  
MUST INCLUDE COMPLETE MAILING  
ADDRESS, UIC, POINT OF CONTACT,  
TELEPHONE NUMBERS, TYPE (LANGUAGES),  
SIZE, AND QUANTITY REQUIRED.

NSWC CRANE ALSO HAS A STOCKPILE  
OF 3'X3' NON-RESTRICTED AREA SIGNS  
AND 2'X3' WATERFRONT SIGNS. THESE  
ARE NOT NORMALLY STOCKED, BUT UNITS  
CAN ORDER THEM UNTIL THE STOCK IS  
DEPLETED.

APPENDIX K

SIGNS TECHNICAL DATA (continued)



Examples

# PHYSICAL SECURITY OF ARMORIES

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, non-reportable mishaps	(par. 6003)	6-4
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# PHYSICAL SECURITY OF ARMORIES

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